

# *Specimen Packaging and Courier Services*

A completed laboratory requisition must accompany specimens sent to Sky Lakes Laboratory.

All specimens must be labeled with the patient's first and last name, date of birth (and/or 2nd identifier), specimen source (if applicable), date and time of collection, and initials of original collector. Information needs to be legible.

All specimens must be placed in a sealed, leak-proof, biohazard transport bag prior to transporting with courier. Follow transport instructions.

## **Ambient Specimens**

Keep specimen in a controlled room temperature setting. Inform courier that specimen is at ambient temperature.

## **Frozen Specimens**

Specimens which require freezing should be frozen as soon as possible in a plastic vial (unless Collection Instructions in Specimen Required includes different instructions), allowing room for expansion during freezing. Transport with frozen "cool packs" in an insulated container may be adequate provided the specimen will be delivered to Sky Lakes Laboratory within 1 hour of collection. Otherwise, dry ice should be used in transport. Inform courier that specimen is frozen.

## **Refrigerated Specimens**

Place a cold pack in a Styrofoam container or cooler; place a buffer paper towel between the coolant and refrigerated specimen. Inform courier that specimen is refrigerated.

## **Infectious Specimens**

Special packaging and package labeling are required for shipping infectious substances. Shipping containers and labels are supplied. The requirements are very similar for domestic and international shipments. Documentation is very specific and cannot deviate for International Air Transport Association requirements.

## **Microbiology Transport Vials**

Wound specimens for culture should be transported at ambient temperature in an aerobic Culturette transport vial. If anaerobes are requested (suspected), specimen should be transported in an anaerobic transport vial.

## **Courier Services**

Courier services are available for transporting specimens to Sky Lakes Laboratory Services from many locations throughout the Klamath Basin. This service provides delivery of specimens (including frozen) under controlled conditions. Special courier services will be established if appropriate arrangements can be made. Pickup frequency is determined by referral volume. Our administrative personnel will discuss criteria with you

*Courier Service Hours:* Monday through Friday, 7 a.m. to 6:00 p.m. except for weekends and the following holidays:

- New Year's Day (January 1)
- Memorial Day (last Monday in May)
- Independence Day (July 4)
- Labor Day (first Monday in September)
- Thanksgiving (usually, third Thursday in November)
- Christmas (December 25)

**STAT service is available upon request by calling 541-891-0178.**