Flowchart for Packaging and Shipping of Diagnostic Specimens

Attachment 4

Does the primary receptacle have a positive closure? (Screw-on, snap-on, push-on caps/lids.) **NOTE 1**

YES

Is the primary receptacle labeled with the patient's name and the date the sample was collected? **NOTE 2**

YES

For **liquid** specimens, the primary receptacle is leak proof and contains a **maximum** of 500 mL. **NOTE 3**

For **solid** specimens, the primary receptacle is sift proof and contains a **maximum** of 500 g.

YES

Is the primary receptacle individually wrapped or separated?

YES

Place the primary receptacle inside a leak proof secondary receptacle.

Next Step

Is the secondary receptacle certified by the manufacturer prior to use? **NOTE 4**

YES

Has absorbent material been placed between the primary and secondary receptacle? **NOTE 5**

YES

Is the secondary receptacle **over packed?**

YES

STOP! A pencil should fit between the primary receptacles after the absorbent material is added!

Next Step

An itemized list/manifest (sample log) of the contents should be included with each shipment. The log includes: * telephone number
* fax number
* e-mail address where problems may be reported by the laboratory.

Next Step

A sturdy outer (tertiary) package is being used to ship secondary receptacles?

YES

Is the outer packaging consists of corrugated fiberboard, wood, metal or rigid plastic and is appropriately sized for content?

YES

For liquids, the outer packaging does not contain more than a total of 4 L.

For solids, the outer packaging does not contain more than a total of 4 Kg.

Next Step

If a courier such as DHL, FedEx or UPS is used, then the **waybill** number has been written on the **outside** of each secondary container.

Next Step

The minimum package size in the smallest overall external dimension is 4 inches, or
If using the "double mailers" provided by the Bureau of Laboratories, they have been placed in a plastic envelope (pouch) provided by the courier.

Next Step

Is each completed package capable of withstanding a 4 foot (1.2 meter) drop test as outlined in IATA 6.6.1?

YES

Does the outer most packaging includes an approved "Diagnostic Specimen" label? **SEE EXAMPLE**

YES

Are there Ice packs and insulated outer packaging being used to assure specimen integrity during transit?

YES

Mail to State Laboratory at
_____
_____
_____

If you have any questions, please refer to the Procedure for Packaging and Shipping of Diagnostic Specimens or contact:_____

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