



GUIDELINES FOR Transport of Donor Specimens

DEFINITION OF DIAGNOSTIC SPECIMENS

Any human or animal material including, and not limited to, excreta, blood (and its components), tissue and tissue fluids collected for the purpose of diagnosis, but excluding live infected animals. Specimens transported for the purpose of routine screening tests or initial diagnostic testing.

PREPARING AND SHIPPING SPECIMENS

1 PACK SAMPLES

Place leak-proof plastic or glass tubes into a supplied Styrofoam sample box (using Parafilm or adhesive tape to reinforce seal) and place in the provided cardboard outer box. Then place this box in a ViroMed biohazard ziplock sample bag, along with an absorbent packet or paper towels.

2 COMPLETE TEST REQUEST FORM

Fill out the ViroMed test request form completely, fold and place inside the pocket of the ziplock bag.

3 PACK FOR SHIPPING

Place the ziplock bag into the appropriate courier shipping bag (Airborne Lab Pack; Fed Ex Lab Pack; Quick International Lab Pack).

NOTE: If you are sending microbiology samples as well as serology samples, place both the ziplock bag of boxed serology samples and a ziplock bag of microbiology swab samples in a white cardboard ViroMed shipping carton. Use paper towels as box filler/padding.

4 COMPLETE AIRBILL & ATTACH TO PACKAGE

Insert a completed ViroMed-supplied airbill inside its clear shipping sleeve and adhere the sleeve to the outer surface of the Lab Pack or box, making sure that the correct delivery day is checked. (*Alert:* If you do not specify Saturday or Sunday delivery – when appropriate – samples will not be delivered until Monday.)

5 ATTACH IATA STICKER

Each shipping package must have the following message displayed: "Diagnostic Specimen Packed in Compliance with IATA Packing Instruction 650."

6 NOTIFY COURIER OF PICK UP

Use *Airborne* Monday through Friday. Use *Fed Ex* on Saturday pick-ups for Sunday delivery. Use *Quick International* on Sunday pick-ups for Monday delivery.

**If you have any questions or need to order shipping supplies,
contact ViroMed Client Services at 800-582-0077.**

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