

Specimen Transport and Shipping Instructions

Specimen must be labeled properly and requisition forms completely filled out. Samples transported to UCLA Outreach must be packed to assure that all personnel are protected from biologic hazards associated with handling of laboratory specimens.

Specimen Packaging within or Outside of a UCLA Facility:

Packaging Instructions:

- Assure all tubes are securely stoppered.
- Assure that specimen temperature requirement is met.
- Tighten all specimen container lids.
- Place labeled specimens in a Laboratory Specimen Transport ziplock plastic bags (clear for routine, red for stat) and seal the bag.
- Place the requisition in the outside pouch of the ziplock bag.
- Contaminated specimen containers or requisitions will be rejected.
- Place specimen bags in a rigid, leak proof transport unit which maintains temperature requirements. The transport unit must be marked with a Biohazard Label.
- Deliver specimens immediately to the laboratory via Clinical Laboratory carrier or hand deliver.

Specimen Transport within a UCLA Facility - Delivered via Courier

UCLA Specimen Pick-up

Please call Client Services at (310) 267-2680

Send all specimens and forms to:

UCLA Pathology Outreach Services
10833 Le Conte Avenue, Room 1P-201 CHS
Los Angeles, CA 90095-1732

Specimen Transport via U.S. Mail Services or Commercial Carriers

Diagnostic specimens submitted to ODTC via U.S. mail services or commercial carriers either by ground, rail, or air transport must be packaged to comply with federal regulations, IATA regulations. Please ship overnight express for shipments containing dry ice.

Packaging Instructions:

- Properly label specimen tube with patient name and medical record number
- Secure all specimen tube stoppers and screw cap aliquot containers and tighten all other specimen container lids.

-The vial containing the specimen must be placed inside a secondary container (such as a plastic bag, or a larger vial) containing enough absorbent material to completely absorb any spill.

-Ship all specimens in leak-proof containers.

- Place primary specimen containers and requisitions in a rigid leak-proof secondary container with absorbent material (e.g., paper towels, vermiculite, etc.), and seal securely.

- Prepare specimens for shipping to maintain temperature requirements.

Room Temperature Shipments: Place sealed secondary rigid container in a shipping box.

Cold Ice Pack Shipping: Pack secondary containers in a styrofoam container with cold pack and sufficient packing material to maintain temperature.

- Seal the styrofoam container with tape.

- Place the sealed styrofoam container in a durable shipping cardboard box.

Frozen Dry Ice Pack Shipping: Pack secondary containers in a styrofoam container with dry ice and sufficient packing material to maintain temperature.

- Seal the styrofoam container with tape.

- Place the sealed styrofoam container in a durable shipping cardboard box.

- Label the shipping box with DRY ICE labels; note the weight of the dry ice on the label.

Send all specimens and forms Monday through Thursday (Please ship overnight express) to:

Pathology Outreach Services
650 Charles Young Dr. S. Room 1P-201 CHS
Los Angeles, CA 90095-7088
Tel: (310) 267-2931

References:

How to package Diagnostic Specimens

<http://biosafety.ucla.edu/docs/ship%20diagnostics%20procedures.pdf>

CDC OPRP - Clinical/Environmental Specimen Shipping Guidelines

http://www.cdc.gov/nceh/vsp/cruiselines/shipping_general.htm