

MHC Laboratories Specimen Transportation

Leakproof containers are provided by the laboratory for collection and transport of specimens. Please be sure that containers with screw-on lids are tightened (avoid over tightening which can result in leakage).

Sharps or needles used for specimen collection must be removed before transport. For syringe specimens, replace the needle with a syringe-tip cap.

Place the primary collection container(s) (eg, tube, cup, swab, vial, etc.) in a clear plastic bio bag (1 patient's specimen per bag) and assure the Ziploc®-like closure is completely sealed. Fold the laboratory requisition and copy of patient demographics including insurance information and place inside the outer pocket of the bio bag.

Store bio bag at the appropriate temperature until courier pickup or call your local hospital laboratory to request a pick up.

After-Hour Pickups:

When the office or facility closes prior to courier arrival, a lockable, insulated drop box is provided. Please place specimen bio bags in the drop box for late courier pickup.

Drop Box Instructions: The drop box should be prepared as follows (temperature dependent):

- When outdoor temperature is >50 °F:**
 - ✓ Place either a refrigerated coolant pack next to the specimen in the drop box, or alternatively, a frozen coolant pack may be

- When outdoor temperature is <50 °F:**
 - ✓ Place an ambient temperature pack in the drop box next to the specimens to prevent freezing of specimens. This is especially important when extremely cold (sub-zero) temperatures are anticipated and more than an hour will elapse prior to pickup.

- In extremely cold temperatures <20 °F:**
 - ✓ A heated pack should be added to the drop box for additional protection: Heat an "EZY WRAP" pack seam-side up in a microwave oven for approximately 30 seconds. Place this pack in the box above paper toweling above the specimens protected with room temperature packs.

Print lockbox instruction guide for reference.

HOW TO PROTECT SPECIMENS IN THE LOCKBOX

Please follow these lockbox instructions to properly store samples at the proper temperature and prevent freezing or overheating.

When outdoor temperature is $\geq 50^{\circ}\text{F}$	When outdoor temperature is $20 - 50^{\circ}\text{F}$	When outdoor temperature is $\leq 20^{\circ}\text{F}$
Place a frozen cool pack at the bottom of the drop box. Layer 5-6 paper towels over frozen pack. Place refrigerated specimens on top of paper towels. Do not allow specimens to directly touch the frozen pack as this can adversely affect specimen quality. Layer 5-6 paper towels over the refrigerated samples. Place ambient specimens on top of paper towels.	Place a refrigerated (not frozen) cool pack at the bottom of the drop box. <u>Do not use frozen cool packs</u> when cold temperatures occur, especially when more than 1 hour will elapse prior to pick-up.	When cold or extremely cold (near zero/sub zero) temperatures are anticipated all specimens should be protected from freezing by wrapping with an ambient EZ WRAP pack. Wrap room temp and refrigerated specimens separately. Use 5-6 paper towels above & below for added insulation. <u>A heated pack should be added to the drop box for additional protection from freezing.</u> Heat an EZY WRAP pack by placing in hot water for 5 minutes or placing seam-side up in a microwave oven for approximately 30 seconds. Place heated pack in the <u>top</u> of the box along with the specimens wrapped with ambient temperature EZY Wrap packs.
<p>Temperature is $\geq 50^{\circ}\text{F}$</p> <p>5-6 Paper towels</p> <p>Ambient temperature specimens</p> <p>5-6 Paper towels</p> <p>Refrigerated temperature specimens</p> <p>FROZEN cool pack on bottom</p>	<p>Temperature is $20-50^{\circ}\text{F}$</p> <p>5-6 Paper towels</p> <p>Ambient temperature specimens Wrap with ambient EZ Wrap Packs</p> <p>5-6 Paper towels</p> <p>Refrigerated temperature specimens Wrap with ambient EZ Wrap packs if lockbox is always stored outdoors</p> <p>REFRIGERATED (not frozen) pack on bottom</p>	<p>Temperature is $\leq 20^{\circ}\text{F}$</p> <p>Heated EZ Wrap pack on top</p> <p>5-6 Paper Towels</p> <p>Ambient temperature specimens Wrap with ambient EZ Wrap Packs</p> <p>5-6 Paper towels</p> <p>Refrigerated temperature specimens Wrap with ambient EZ Wrap packs NO cool packs needed.</p> <p>5-6 Paper towels</p>

HOW TO PROTECT SPECIMENS IN THE LOCKBOX

Please follow these lockbox instructions to properly store samples at the proper temperature and prevent freezing or overheating.

When outdoor temperature is $\geq 50^{\circ}\text{F}$	When outdoor temperature is $20 - 50^{\circ}\text{F}$	When outdoor temperature is $\leq 20^{\circ}\text{F}$
<p>Place a <u>frozen</u> cool pack at the bottom of the drop box. Layer 5-6 paper towels over frozen pack.</p> <p>Place refrigerated specimens on top of paper towels. Do not allow specimens to directly touch the frozen pack as this can adversely affect specimen quality.</p> <p>Layer 5-6 paper towels over the refrigerated samples. Place ambient specimens on top of paper towels.</p>	<p>Place a <u>refrigerated (not frozen)</u> cool pack at the bottom of the drop box. <u>Do not use frozen cool packs</u> when cold temperatures occur, especially when more than 1 hour will elapse prior to pick-up.</p>	<p>When cold or extremely cold (near-zero/sub-zero) temperatures are anticipated all specimens should be protected from freezing by wrapping with an ambient EZ WRAP pack. Wrap room temp and refrigerated specimens separately. Use 5-6 paper towels above & below for added insulation. A heated pack should be added to the drop box for additional protection from freezing. Heat an EZY WRAP pack by placing in hot water for 5 minutes or placing seam-side up in a microwave oven for approximately 30 seconds. Place heated pack in the <u>top</u> of the box along with the specimens wrapped with <i>ambient temperature</i> EZY Wrap packs.</p>
<p style="text-align: center;">Temperature is $\geq 50^{\circ}\text{F}$</p> <div style="display: flex; flex-direction: column; align-items: center;"> <div style="background-color: #cccccc; padding: 5px; margin-bottom: 5px;">5-6 Paper towels</div> <div style="background-color: #ffcc66; padding: 5px; margin-bottom: 5px;">Ambient temperature specimens Wrap with ambient EZ Wrap Packs</div> <div style="background-color: #cccccc; padding: 5px; margin-bottom: 5px;">5-6 Paper towels</div> <div style="background-color: #003366; color: white; padding: 5px; margin-bottom: 5px;">Refrigerated temperature specimens</div> <div style="background-color: #cccccc; padding: 5px; margin-bottom: 5px;">5-6 Paper towels</div> </div>	<p style="text-align: center;">Temperature is $20-50^{\circ}\text{F}$</p> <div style="display: flex; flex-direction: column; align-items: center;"> <div style="background-color: #cccccc; padding: 5px; margin-bottom: 5px;">5-6 Paper towels</div> <div style="background-color: #ffcc66; padding: 5px; margin-bottom: 5px;">Ambient temperature specimens Wrap with ambient EZ Wrap Packs</div> <div style="background-color: #cccccc; padding: 5px; margin-bottom: 5px;">5-6 Paper towels</div> <div style="background-color: #003366; color: white; padding: 5px; margin-bottom: 5px;">Refrigerated temperature specimens Wrap with ambient EZ Wrap packs if lockbox is always stored outdoors</div> <div style="background-color: #cccccc; padding: 5px; margin-bottom: 5px;">REFRIGERATED (not frozen) pack on bottom</div> </div>	<p style="text-align: center;">Temperature is $\leq 20^{\circ}\text{F}$</p> <div style="display: flex; flex-direction: column; align-items: center;"> <div style="background-color: #ff6666; padding: 5px; margin-bottom: 5px;">Heated EZ Wrap pack on top</div> <div style="background-color: #cccccc; padding: 5px; margin-bottom: 5px;">5-6 Paper Towels</div> <div style="background-color: #ffcc66; padding: 5px; margin-bottom: 5px;">Ambient temperature specimens Wrap with ambient EZ Wrap Packs</div> <div style="background-color: #cccccc; padding: 5px; margin-bottom: 5px;">5-6 Paper towels</div> <div style="background-color: #003366; color: white; padding: 5px; margin-bottom: 5px;">Refrigerated temperature specimens Wrap with ambient EZ Wrap packs NO cool packs needed.</div> <div style="background-color: #cccccc; padding: 5px; margin-bottom: 5px;">5-6 Paper towels</div> </div>