

Packaging and Shipping Guidance

Using the box and supplies provided, follow the steps below to ensure accuracy. **Ensure employees responsible for packaging and shipping specimens are properly trained on shipping Biological Substance, Category B specimens.**

- 1) Place the provided and chilled ice pack at the bottom of the cooler. The chilled ice pack is necessary to ensure the samples do not exceed room temperature.
- 2) Ensure all specimens are properly labeled with the patient's full name, birthdate, specimen source, and date of collection, and each specimen has the corresponding test request form in the outer pouch of the biohazard bag. **For Test Request Form guidance, please see below.** Place all biohazard bags with each individual specimen tube, absorbent pad, and corresponding test request forms, into the cooler.
- 3) Close the outer box and secure with packing tape. Place the included FedEx return label in the clear label pouch on the outside of the box and secure with clear packing tape.
- 4) Ship out package via FedEx. Call 1-800-GO-FEDEX to schedule your pickup. Provide your the return label's or Billable Stamp's FedEx Tracking number, located next to the bar-code . **Packages containing biohazard Category B specimens should NEVER be dropped off at a FedEx Express Drop Box.** Please keep in mind government holidays when planning to collect and ship your specimens, as our laboratory will be closed. Also, please be aware the operational hours of the lab are M-F 8am-5pm.
- 5) Notify the AR Lab Network (Mountain Region) via email (ARLNutah@utah.gov) of the number of specimens to be received in the shipment. This helps the laboratory plan for timely testing as they receive samples from many facilities.

Test Request Form Guidance

Samples **cannot and will not** be accepted without a test request form. These forms can be found and filled out on Lab Web Portal. For instructions on using Lab Web Portal please refer to the instructional video via the QR code below. For questions and further guidance, please contact: ARLNutah@utah.gov



Guide to Packaging Category B Diagnostic Samples

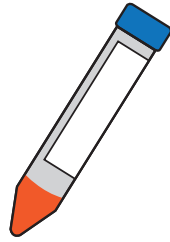
You can learn more about the packaging system and its components by following these **1-2-3 Packaging Instructions***.

STEP 1: Primary Receptacle

Package in primary receptacle

- Leakproof (for liquids) or sift proof (for solids).

Primary Receptacle

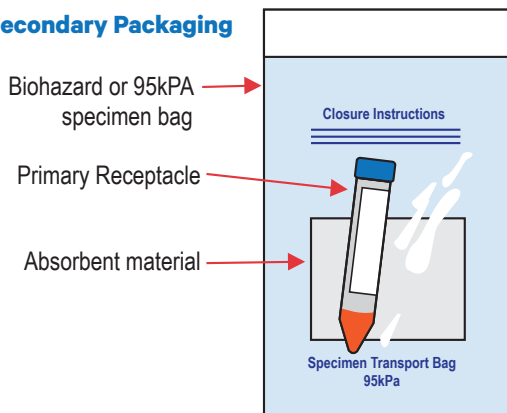


STEP 2: Secondary Packaging

Pack primary receptacle into secondary packaging (biohazard or 95kPa specimen bag). Pack in such a way to prevent breakage, punctures, or leakage of primary receptacle.

- Wrap or separate any fragile primary receptacles to prevent contact with one another.
- Include sufficient absorbent material to absorb all liquids should the primary receptacle leak or break.
- Liquids by air require 95kPa capability for primary receptacle or secondary packaging.

Secondary Packaging

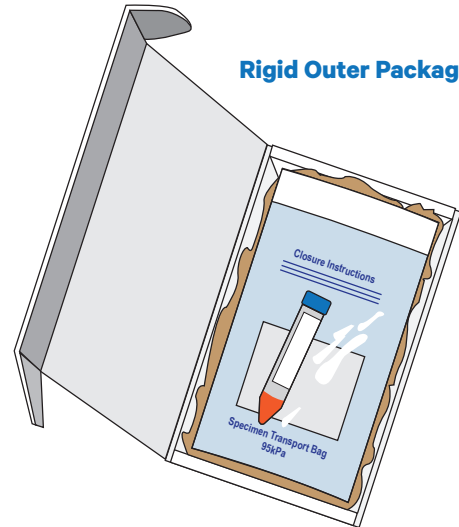


STEP 3: Rigid Outer Packaging

Secure secondary packaging into rigid outer packaging.

- Include suitable cushioning material to fill void spaces and reduce probability of packaging failure (e.g., leaks and breaks).

Rigid Outer Packaging



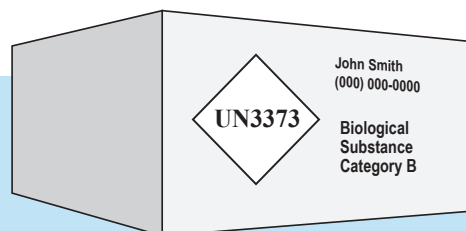
NOTE: A carrier provided shipping bag or box (i.e., overpack) is not a substitute for rigid outer packaging.

* Always follow the exact instructions on filling and closing a packaging used to transport a Category B infectious substance provided by the packaging manufacturer.

The Hazardous Materials Regulations (HMR; 49 CFR Parts 171-180) help ensure the safe transportation of hazardous materials, including Category B infectious substances. When packaging a Category B diagnostics sample, always follow the exact instructions for filling and closing the packaging used to transport a Category B infectious substance provided by the packaging manufacturer. The packaging requirements in the HMR (found in §173.199) specify a triple packaging system designed, constructed, maintained, filled, and closed so that under conditions normal to transportation, there is no release of the hazardous material.

Hazard Communication

- Apply UN3373 marking and proper shipping name "Biological Substances, Category B" marking.
- Apply Name and Telephone number of person responsible for providing emergency response information. Alternatively, this information can instead be included on a written document, such as a bill of lading.
- When packages are overpacked (e.g., shrink wrapped, consolidated or placed in additional outer packaging, such as a carrier-provided shipping envelope), all required markings must be clearly visible or reproduced on the outside of the overpack.



For additional information contact:
The Hazardous Materials Info Center
1-800-HMR-4922
(1-800-467-4922)
E-mail: infoctr@dot.gov
<https://www.phmsa.dot.gov>



U.S. Department of Transportation
Pipeline and Hazardous Materials Safety Administration