

Specimen Packing Procedure

The following is an informative step-by-step guide to packing specimens in preparation for UPS shipping.

Following this process closely will allow for improved workflow after drawing, reduced damage to specimens during transport, and increased efficiency when processing specimens upon arrival at our laboratory.

1. Upon finishing the collection and processing of the obtained specimens, grab one **small** bio-hazard bag for **each individual** patient you are ready to pack.
2. In the small pocket on the outside of the small bio-hazard bag, please place the requisition for the one individual.
3. In the same small bio-hazard bag, open the sealed portion of the bag and place **ALL** blood specimens collected for the **corresponding patient** inside, reseal the bag and set it aside.
4. Once you have repeated steps 1-3 for all patients, continue to step 5.
5. Obtain one large bio-hazard specimen bag.
6. Place the smaller bio-hazard bags packed using steps 1-3, into the large bio-hazard specimen bag. ***CAUTION* DO NOT PACK LARGE BIO-HAZARD SPECIMEN BAG BEYOND ITS SEAL-ABLE CAPACITY.**
7. Once the large bio-hazard bag is packed, seal the bag and place inside a “UPS Laboratory Pak” with provided UPS return service label onto the designated area on the outside of the package.
8. Place labs in the Garcia Laboratory provided lockbox (or designated pickup location) for UPS retrieval.

If there are any questions or concerns regarding the packing procedure above, please contact Jessica Corry at jcorry@garcialab.com or Emily Hoffman at ehoffman@garcialab.com