

Specimen Packing Procedure

The following is an informative step-by-step guide to packing specimens in preparation for them to be sent via UPS to Garcia Laboratory after they have been collected and sorted. 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** biohazard bag for **each individual** patient you are ready to pack.
2. In the small pocket on the outside of the small biohazard bag, please place the requisition for the one individual.
3. In the same small biohazard bag, open the sealed portion of the bag and place **ALL** blood specimens collected for the **corresponding patient**, into the small biohazard bag. Once the specimens are placed into the small biohazard bag, 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 biohazard specimen bag.
6. Place the smaller biohazard bags packed using steps 1-3, into the large biohazard specimen bag. ***CAUTION* DO NOT PACK LARGE BIOHAZARD SPECIMEN BAG BEYOND ITS SEALABLE CAPACITY.**
7. Once the large biohazard bag is packed, seal the bag.
8. Following the completion of steps 5-7, continue to step 9.
9. Obtain one “UPS Laboratory Pak” and place a provided UPS return service label onto the designated area on the outside of the “UPS Laboratory Pak”.
10. Once this is completed, place the packed large biohazard bags from steps 5-7, into the “UPS Laboratory Pak” labelled in step 9. ***CAUTION* DO NOT PACK UPS LABORATORY PAK BAG BEYOND ITS SEALABLE CAPACITY.**
11. Seal the “UPS Laboratory Pak” and place it at the designated pickup point for UPS to collect.

If there are any questions or concerns regarding the packing procedure above, please contact Nick Kraeuter at nkraeuter@garcialab.com or Brenda LaChapelle at blachapelle@garcialab.com.

Both may also be reached using our toll-free number: 800-888-8598.