


Standard Operating Procedure

 Eastern Health Laboratory Medicine	Section: Management System\Eastern Health\Biochemistry\Procedures\Sorting\	
	Title: Packaging and Transporting of Specimens- External	Number: 7002
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Purpose or Principle

The purpose of this procedure is to ensure laboratory specimens are securely packaged for transport and maintain specimen integrity during transport to other sites within Eastern Health.

Materials

Reagents

Not Applicable

Supplies

- Foam Inserts
- Sample Racks
- Plastic Leak-proof Inserts
- Ty-Raps (Transport Lock)
- Biohazard Bags
- Zip-loc Bags
- Ice Blanket
- Crumpled Paper
- UN3373 labels

Equipment

- Approved Transport Containers
 - Transport Bag with Zipper Closure
 - Refrigerated – Green bag
 - Room Temperature – Red bag
 - Frozen – Blue bag

Sample

Not Applicable

Special safety precautions

Not Applicable

Quality Control

Not Applicable

Procedure:

Follow the activities below to package and transport laboratory specimens.

1. Ensure all specimens are properly labeled and lids are tightly secured. Any specimen that has had cap removed must be wrapped with Para film to seal securely.
2. Position blood specimens and containers with liquids in an upright position during transit and for multiple specimens wrap individually to prevent contact.
3. Place specimens in an airtight, leak-proof, zip lock bag with enough absorbent material between the primary receptacle and the secondary packaging to absorb the entire contents in the event of a leak.
4. Package Cytology, Microbiology and Anatomic specimens into individual 6"x9" biohazard bags. Ensure requisitions are placed in the outside pouch of each biohazard bag or a separated airtight, leakproof zip lock bag.
5. Place, all racks, foam inserts or bagged samples inside a large zip-loc bag or plastic Leak-proof container.
6. Keep specimens that require refrigeration – refrigerated until ready for transport. Then enclose specimens with the appropriate preservative as per the "Specimen Packaging and Transport" quick reference.
7. Keep specimens that require freezing – stored in freezer until ready for transport. Then enclose specimens with the appropriate preservative as per the "Specimen Packaging and Transport" quick reference. Any specimen to be frozen that will not get shipped the same day must be prepared and frozen at that site and shipped the next day taking precautions to prevent thawing.
8. Keep specimens that require Room Temperature transport on the bench until ready for transport. Then enclose specimens with the appropriate preservative as per the "Specimen Packaging and Transport" Quick Reference.
9. Laboratory requisitions, worksheets and/or other appropriate documentation that is required to accompany specimens must be protected from contamination. Place

paperwork inside a sealable plastic bag.

10. Place the plastic containers and paperwork inside the transport bag and when necessary use a large piece of foam on top to secure specimens in place.
11. Secure transport container close with a Ty-rap and place address label and TDG label (UN3373) into the plastic pouch (Appendix A).
12. Keep the specimen transport container in an upright position during transporting
13. Log the transport container using the courier services sending log.

Calculations

Not Applications

Interpretation/Results/Alert values

Not Applicable

Reference intervals

Not Applicable

Method performance specifications/limitations

Not Applicable

Result reporting

Not Applicable

References

- <http://www.calgarylabservices.com/HealthcareProfessionals/SpecimenCollection/SpecimenPackaging.htm>
- Secure Transport of Specimens and Records Orig ID 7246
- Specimen Packaging and Transport OrigID 12600

Related procedures

- Documentation and Distribution of Packages Arriving by Courier Service OrigID 6982

Documents/Forms/Records

- Transportation of Dangerous Goods Regulations.
- Courier Services Sending Log Orig ID 8054

Document Change Log	
Date	Changes
14/April/2016	Procedure changed to match instructions provided in Transportation of Dangerous Goods section of the laboratory safety manual. Document re-templated.
12/October/2016	Step # 8 under procedure changed to correct error in the storage of specimens requiring freezing. Refrigerator changed to Freezer.
24/June/2019	Document Reviewed and Updated to reflect Laboratory Transport Validation Procedure.
04/April/2020	Updated to include UN 3373 TDG's Label and Appendix A.

Appendix A

