

# Packing specimens for shipping

## 1. Label specimens properly (figure 1).

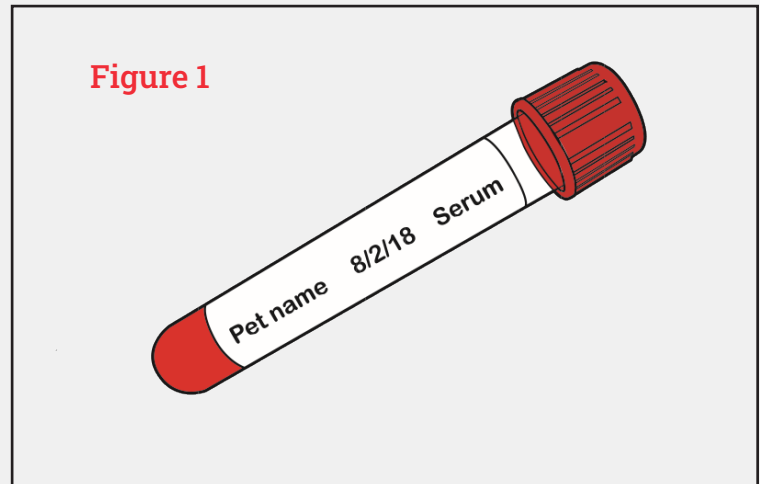
Each specimen should be identified with the following:

- + Patient first and last name
- + Date
- + Specimen type
- + Use clear, legible writing—the clearer the handwriting, the less chance of error.

**If using label:**

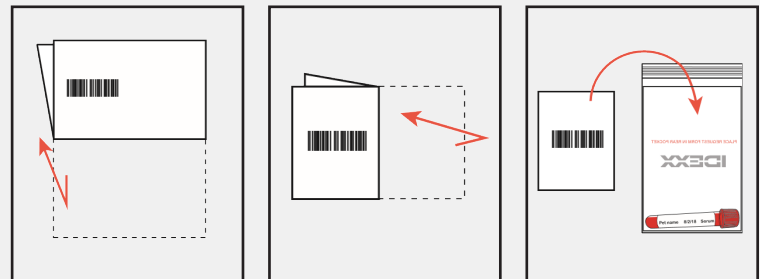
- + Do not wrap label around tube.
- + Do not leave excess label hanging off/sticking out from tube.
- + Do not cover contents of tube with label.
- + Do not use tape to seal the tube shut.

**Figure 1**



## 2. Include a test requisition form.

- + Fold the form in quarters as illustrated in figure 2. **IMPORTANT:** Place the form in the rear pocket of the specimen bag with the bar code facing out.



**STEP ONE:** Fold in half horizontally so bar code is visible.

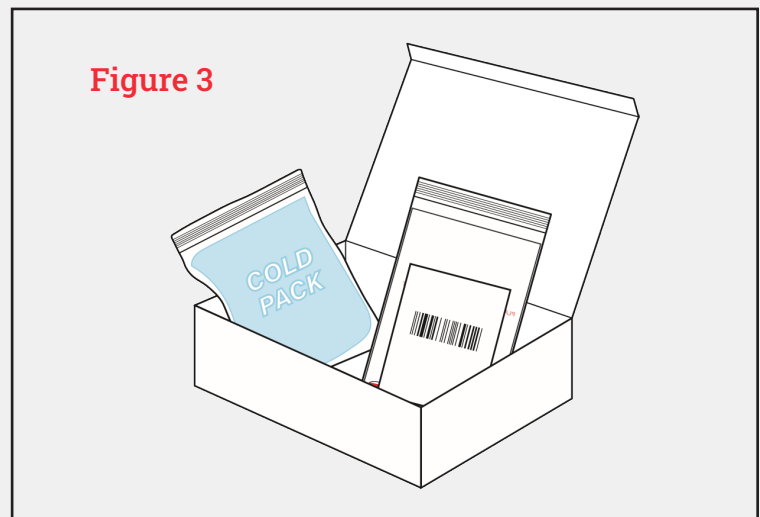
**STEP TWO:** Fold in half again vertically so bar code is visible.

**STEP THREE:** Place form in specimen bag pocket with **bar code facing out.**

## 3. Box the specimens (figure 3).

- + Place specimens in the specimen bag, one patient per bag.
- + Place the sealed specimen bag in an IDEXX-Direct® shipping box (multiple specimen bags can be included in one box).
- + Include a cold pack in a separate sealed bag in the box. **IMPORTANT:** Keep cold pack and specimen bags **separate**—do **not** insert cold pack into specimen bag; do **not** insert specimens into cold pack.
- + Do not include packing materials, i.e., no peanuts, newspaper, or bubble wrap.

**Figure 3**



**Need specimen bags and boxes? Go to [idexx.com](http://idexx.com) and sign in to IDEXX Online Orders or call IDEXX at 1-888-433-9987.**

# Shipping specimens via UPS®



## 1. Categorize specimens.

Determine which category applies to each specimen:

- + **Exempt animal specimens:**\* These are specimens that are unlikely to contain pathogens. Most specimens you send to IDEXX will be categorized as exempt animal specimens. Examples: Specimens for chemistry panels or urinalysis.
- + **Category B specimens:**\* These are specimens that are infectious substances that are not transported in a form generally capable of causing disability or life-threatening disease. Only a few IDEXX tests require you to submit Category B specimens. Examples: Blood culture, fecal culture, or fecal PCR testing.
- + **Category A specimens:** These are specimens that are infectious substances that are transported in a form capable of causing disability or life-threatening disease. **IDEXX does not accept Category A specimens.** Example: *Bacillus anthracis* culture.

## 2. Package specimens.

Place the IDEXX-Direct® shipping box into the UPS® Laboratory Pak that corresponds to the category of the specimen and seal the package:

- + **Exempt animal specimens:** You must use the UPS® Laboratory Pak for Exempt Human and Animal Specimens.
- + **Category B specimens:** You must use the UPS® Laboratory Pak for Biological Substance, Category B (UN3373).

**IMPORTANT:** Do not combine specimens of different categories in the same package.



## 3. Attach UPS shipping label to package.

To fill out a blank or online label, please include the following information:

- + **Your practice name and address**
- + **Ship to:**  
IDEXX Reference Laboratories  
401 Industry Road Suite 500  
Louisville, KY 40208  
Phone: 207-887-6042
- + **Service:** UPS Next Day Air® Early
- + **Signature required:** No
- + **Third-party account #:** 5846WR

## 4. Arrange pickup or drop-off.

### Pickup

- + Place the package at your designated UPS® Pickup Point at your practice, which should be located near your UPS shipping placard.
- + Existing IDEXX UPS customers can schedule a pickup by following the instructions on their UPS shipping placard or contacting the UPS U.S. Laboratory Support line at 1-844-4UPS-LAB (1-844-487-7522).
- + Non UPS customers can schedule a pickup by visiting [ups.com](https://www.ups.com) or contacting UPS customer support at 1-800-PICK-UPS (1-800-742-5877).

### Drop-off

- + **Exempt animal specimens:** Shipments are accepted at The UPS Store® and UPS® Customer Centers.
- + **Category B specimens:** Shipments are accepted at UPS Customer Centers and UPS® Drop Box locations.

## 5. Track your package.

- + Go to [ups.com](https://www.ups.com) and enter your tracking number.

\*For more detailed information on categorizing your specimens and shipping regulations, refer to the IDEXX document *Classify Your Specimen for IDEXX Reference Laboratories*, call the U.S. Department of Transportation at 1-202-366-2301, or visit their website at [phmsa.dot.gov](https://www.phmsa.dot.gov). Search for "UN3373" on the U.S. DOT website to access their brochure about transporting infectious substances.