Shipping Specimens in NCSLPH mailing cans using an outer Zip lock baggie
Supplies Needed

#1. Primary Specimen Containers: Tubes, Specimen Cups, Culturettes, etc.
Supplies Needed

#2.
State Lab mailing container with water proof secondary container

Correct fitting lids
Supplies Needed

#3. Correctly completed requisition form
Supplies Needed

#4. Absorbent materials
Supplies Needed

#5.
6 X 9 inch Zip-type baggie
Instructions for Packaging Diagnostic Specimens and Infectious Substances

49 CFR Hazardous Materials Regulation
IATA Dangerous Goods Regulation
Insert the primary specimen containers inside the leak-proof secondary container.

Add enough absorbent to soak up all the contents in case of breakage or spill.

The secondary container must have a biohazard symbol attached.
Make sure the lid fits securely on the can.

Absorbent material

Biohazard symbol

Insert in lid makes secondary container leak proof.
The Outer Mailing Container

Use correct color mailing label

Attach your return address label
Place the securely closed secondary container into the outer mailing container
Make sure your county return address label is on each mailing container.
Secure lid onto the mailing container

DO NOT strip threads
Fill in the requisition forms completely.

If the requisition form has carbon copies make sure every copy has patient information on it.
Group together the requisitions that match the specimens in the inner container
If the requisition forms are 8.5 X 11: Fold all the requisitions in half
Then fold the requisitions in quarters
Place the mailing container inside the 6 X 9 inch zip-type baggie
Place the requisition forms inside the zip type baggie with the mailing can
Place only 1 large can with its requisitions in each 6 X 9 inch zip-type baggie
Close the zip type baggie

Make sure the baggie is “zipped” tightly so mailing can and requisitions do not become separated.
Place each zip-type baggie with mailing container and requisitions into the plastic courier bag. Attach biohazard label to courier bag.
Close courier bag

Biohazard sticker
Packaging Tips
Blood Lead analysis requisition forms can be folded in half
Blood Grouping & Typing requisition forms can be folded in half
If you have any questions about packaging specimens for transport to the NC State Lab, please contact Kristy Osterhout at:
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