



# TECHNICAL BULLETIN

Bureau of Clinical Laboratories, Sharon P. Massingale, Ph.D., HCLD/CC (ABB) Director

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## ATTENTION COUNTY HEALTH DEPARTMENT PERSONNEL

### Shipping Requirements for Specimens

When shipping specimens to the Bureau of Clinical Laboratories by the courier service, please observe the following instructions to ensure all specimens are transported in a safe, secure, and timely manner:

- Specimens must be properly labeled and enclosed in a sealed plastic bag. Place identifiers on the bags to correspond with the request forms. Please do not mix specimen types in the same bag (No urine or swab tubes in the same plastic bag as blood tubes). Do not place the request forms in the plastic bag with the specimens.
- Place specimens and request forms in a specimen overpack envelope and seal closed. Take care to not over-fill the envelope. Do not use staples or rubber bands on tubes, forms, plastic bags, or envelopes. Please make sure specimens to be delivered to Mobile and Prattville are placed in separate, correctly-labeled envelopes. Include an emergency contact name and number on the return address line.
- Drinking water samples should be enclosed in a cardboard shipping container. The cardboard shipping container may be placed in a specimen overpack envelope or box addressed to the appropriate laboratory. Please ship on the same day of collection. **Drinking water samples must be tested within 30 hours of collection.** Samples received after 30 hours of collection will be reported as unsatisfactory.
- **DO NOT** ship specimens to the laboratory in the green mail bags. The green bags are for hand-mail only that is being delivered to the RSA tower. This action will cause delays in the laboratory receiving the specimen(s) which may result in the them being too old to be tested.

**These instructions apply when shipping specimens using Wiregrass Courier Service or similar courier services and are not applicable when specimens are being shipped via other shipping services such as FedEx, UPS or DHL.**

Please contact:

Jamie Hodges at 334-290-3116 if you have questions regarding this bulletin.

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