

How to Ship Clinical Samples

Step 1: Seal the Primary Container

Tightly close and seal the watertight primary container. For containers with formalin or fixed tissues, place parafilm or adhesive tape around the outside of the lid. Remove all needles before shipping. ***A \$25 fee will be imposed for any leaky or hazardous packages received by the lab.***



Step 2: Add absorbent material.

Wrap the primary container with absorbent pads or paper towels. Use enough material to absorb the entire contents of the primary container in the event of a leak or breakage.



Step 3: Secure the primary container

Secure the wrapped primary container in a secondary container, such as a specimen bag or generic resealable bag.



Step 4: Seal the paperwork

Place paperwork in the back pocket of the specimen bag or in a separate bag. Do not store paperwork in the same compartment as the primary container.



Step 5: Pack the samples

Line the shipping cooler with packing material, then place bagged samples inside with reusable ice packs. Do not use loose ice, as melting water can compromise samples and packaging. ***Trich pouch samples follow all steps above, but should not include an ice pack.***



Step 6: Pack the paperwork

Cover the bagged samples with additional packing material. If the submission form is in a separate bag, place it on top of the packing material inside of the cooler. Do not place forms outside of the cooler.



Shipping Recommendations

The lab recommends shipping samples via FedEx or UPS with next-day delivery. Unlike USPS shipments, FedEx and UPS packages are delivered directly to the lab — reducing transit time and minimizing temperature fluctuations. Additionally, the lab cannot receive samples on weekends or State holidays. Plan your shipment accordingly, or contact the lab during normal business hours if you have any questions about timing.

