Packaging Guidelines for Shipping of Specimens

Diagnostic Blood/Urine Samples
1. Make sure the primary container (vacutainers, cryovials, transport tubes, etc.) is securely closed. Place specimen tubes into the "Aquí-Pak" Absorbent Pouch, which contains absorbent material in each compartment.
2. Roll and place the "Aquí-Pak" into a 95 kPa Specimen Transport Bag.
3. Fold and insert requisition form into the outer pouch. Seal bag.
4. Place the 95 kPa Specimen Transport Bag into an appropriate rigid outer shipping container.
5. To ship via the US Postal Service, affix a Marshfield Labs mailing label to outside of shipping container. Please note that postage is the responsibility of the sender.
   OR
   To ship via a commercial carrier (FedEx) use the appropriate airbill and Clinical Pak.
6. Affix an “Exempt Animal Specimens” label to the outer package adjacent to the address label/airbill.

Diagnostic Specimens on Dry Ice
1. Follow steps 1–5 above where the outer package is an insulated cooler.
2. Place the dry ice outside the secondary container and tape the box closed.
3. Apply the dry ice label and orientation arrows (if necessary).
4. Mark the weight of dry ice on the box near the label in kilograms (1 kg = 2.2 lbs)
5. Make sure the proper shipping name (dry ice) and the UNID# (UN1845) are on the box.
6. Affix an “Exempt Animal Specimens” label to outer package adjacent to the address label/airbill.
For questions, call toll free 800-222-5835.
Histology/Formalin Samples

1. Tightly sealed formalin containers should be placed into a certified 95 kPa Specimen Transport Bag.
2. Add enough “Zorb” sheets to absorb the entire contents of the vial. Each “Zorb” sheet is capable of absorbing 60 mL of spilled fluid.
3. Place the folded requisition inside the outer pouch of the 95 kPa Specimen Transport Bag.
4. Place the 95 kPa Specimen Transport Bag into an appropriate rigid outer shipping container.
5. To ship via the US Postal Service, affix a Marshfield Labs mailing label to outside of shipping container. Please note that postage is the responsibility of the sender.
   OR
   To ship via a commercial carrier (FedEx) use the appropriate airbill and Clinical Pak.
6. Affix an “Exempt Animal Specimens” label to the outer package adjacent to the address label/airbill.

Infectious Substances

For shipments containing infectious substances, please refer to the following web site for shipping guidelines:
www.iataonline.com
Guidelines for use of over pack buckets for shipping Exempt Animal Specimens

IATA/DOT Shipping requirement

1. Exempt Animal Specimens must be packaged using triple packaging
   a. Leak proof primary container (formalin jar, bucket, etc.)
   b. Leak proof secondary container (sealed bag) with sufficient absorbent material (paper toweling, “Zorb” sheets, etc.) to contain the entire liquid contents of the primary container.
   c. Sturdy outer container (box – if primary and secondary are well-contained, or over pack bucket for larger liquid samples)
2. Place the request form in a separate sealed bag if there is a chance of leakage during transport.
3. Pack sufficient packing material (peanuts, paper toweling, bubble wrap, newsprint, etc.) around and on top of the sample container to prevent shifting in transit. Seal lid very tightly to prevent leakage in transit.
4. Label the outer container with FedEx shipping label and an “Exempt Animal Specimens” label.

Charges for submitting large histology samples:

- The over pack buckets are not a purchased item through Marshfield Labs. A “Biohazard Handling Fee” for use of the buckets will be added at the time of receipt of samples. The fee will be assessed per shipment, rather than per specimen, so multiple samples may be shipped in one bucket. Please contact Marshfield Labs at 800-222-5835 for current Biohazard Handling Fees.
- An additional charge will be applied to over-sized histology specimens, which require further processing of whole organs.
- It is suggested that the client prepare a representative sample for shipping in smaller formalin containers, rather than sending whole organs. Formalin will not readily be absorbed into a large tissue and may compromise the histology results.