

# REFERENCE GUIDE

## How to Package Your Routine Specimens for Transport

Please use the items pictured below to ensure proper shipping of specimens and to comply with shipping regulations. All of the supplies are provided individually by Bako Pathology Services.

To order supplies go to [www.BakoCTS.com](http://www.BakoCTS.com) - See supply orders.



- A** FedEx Clinical Pak (or UPS Laboratory Pak)
- B** Transport Box
- C** Insert and Specimen Vials
- D** Dry Keratin Specimen Bag
- E** FedEx (or UPS) Airbill/Label
- F** Requisition Form
- G** Large Biohazard Bag

**Step 1:** Place routine biopsy/excision specimens into formalin fixative specimen vial. For specimens where gout is suspected, place specimen (and/or aspirate fluid) into the ETOH/dehydrated alcohol specimen vial. A UPS or FedEx UN3373 Clinical Pak Required. Make sure to close the specimen vial cap tightly. Place dry keratin into small dry keratin specimen bag and secure zip lock.

**NOTE:** For microbiology cultures, refer to our Specimen Collection Guide. Label ESwabs, culture tubes and/or sterile containers with patient name, birth date, collection date and place in biohazard bag; use transport box for shipping.

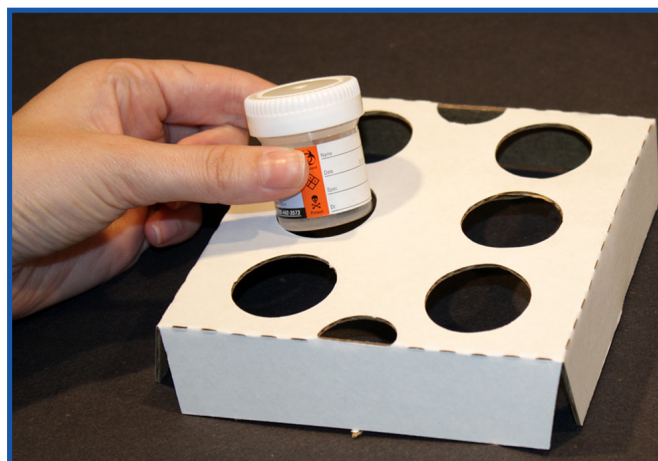
**MICRO SPECIMENS & VIALS MUST BE SHIPPED USING OVERNIGHT SERVICE AND NOT U.S. MAIL.**

**NOTE:** Epidermal Nerve Fiber Density biopsy specimens MUST be placed in Zamboni's fixative, NOT formalin fixative.

**SEE SEPARATE ENFD FIXATION GUIDE FOR OVERNIGHT SHIPPING INSTRUCTIONS.**

**Step 2:** Label vial and/or dry keratin bag with patient name, birth date, biopsy site, collection date and physician name.

**Step 3:** Place specimen vial in fitted slot within shipping insert.



SPECIMENS SHOULD BE PLACED IN FIXATIVE AS SOON AS POSSIBLE! TRANSPORT BOXES MAY BE USED FOR MULTIPLE SPECIMEN VIALS, KERATIN BAGS AND/OR MICROBIOLOGY SPECIMENS.

**Reminder:** Bako Pathology Services does NOT recommend sending hypodermic needles in association with specimens. This can be a biohazard, potentially leading to leakage or injury during shipping and is not in compliance with shipping regulations.

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(continued)



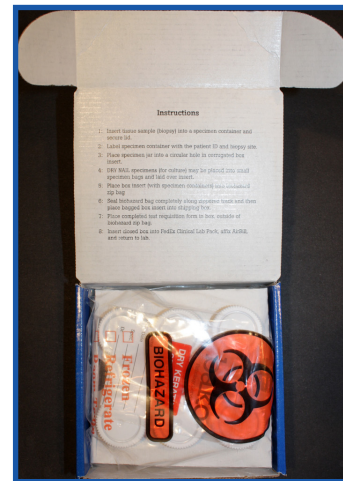
**Step 4:** Place insert into large biohazard bag. Then place requisition in side sleeve so that the Practice and Patient Name is visible (facing out).

**Step 5:** Place dry nail or keratin specimens in small biohazard bag. These may be laid over insert.

**Step 6:** Secure and zip-lock top.

**Step 7:** Place closed large biohazard bag (with enclosed box insert) into transport box.

**Step 8:** Close box lid and place directly into the FedEx Clinical Pak (or UPS Laboratory Pak).



**Step 9:** Seal FedEx Clinical Pak (or UPS Laboratory Pak) and apply airbill/label.

**Step 10:** Record tracking number from the shipping airbill in the patients chart.



Your specimen package is ready for transport!