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| TITLE: NPR-J-PP-0003 Specimen Packaging Instructions for Non-Laboratory Staff | Doc #: NPR-J-PP-0003 |
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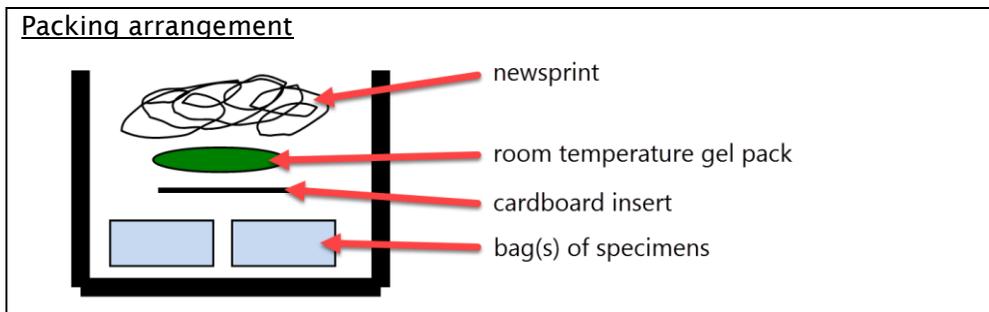
This job aid provides guidance to non-lab personnel to ensure laboratory specimens (e.g. blood, urine, etc.) are packaged for transport via courier in a manner that meets Transportation of Dangerous Goods (TDG) regulations, complies with laboratory standards (e.g. temperature stability), and protects patient privacy.

Follow the instructions below using the approved, standardized, and validated specimen transport containers supplied by the laboratory.

1. Obtain an appropriately sized, approved, and validated transport container (contact your local laboratory for information on where to obtain containers and packaging supplies).
 - a. Containers for single or few specimens will be either a small box, or a Thermos® style travel mug with an accompanying insulated bag.
2. Ensure all specimen container lids are securely closed to prevent leaking.
3. Place the specimen(s) into a plastic specimen bag, and the requisition(s) into the outer pouch of the bag.
4. Put enough absorbent material (e.g. blue pad, paper towel) inside the bag to soak up any possible leakage.
5. Seal the plastic specimen bag closed and put it in the transport container.
6. Package as follows:

When using a Thermos® style travel mug, place a gel pack (room temperature) into the mug, adjacent to the bagged specimen(s). Place the mug into the insulated bag with directional card. **Do not** seal the mug or insulated bag.

When using a box, put a gel pack, cardboard, and newsprint into the container as pictured below:



7. Ensure the directional card indicates the correct delivery location and that the UN 3373 label is affixed as in the example image below.



8. Do not close the container until the TDG trained courier arrives and looks in the container to review the packaging. This is not a requirement if the individual doing the packaging is TDG certified.
9. After the courier confirms that the container has been properly packed, close the container.
10. Add security seals based on container type.

When using a Thermos® style travel mug, place a tamper-proof adhesive seal over the lid and side of the mug, as in the image below. Close the insulated bag.

When using a box, thread the nylon strap tightly and secure it closed with a zip tie through both the buckle and the prepared hole in the strap.



11. Give the package to the courier.

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