



- SHIPPING CHECKLIST -

The shipment should contain:

Shipper (SAF-T-PAC Box STP 310):

- Blood sample(s) labelled with Barcode Label
- Tube(s) placed in bubble pack
- Absorbent material on the bottom of the clear bag (STP 711)
- Wrapped tube(s) placed in the clear bag (max 16 tubes per bag)
- Sealed bag placed into STP 710 white envelope secondary container. (It is a combination outer Tyvek envelope and inner leakproof bag with biohazard symbol.)
- STP 710 placed in small brown cardboard box (maximum of 2, STP 710's in one box)
- Small brown cardboard box is placed into STP 310
- Temperature control packs placed around brown box
 - Packs heated if outside temperature below freezing
- Place a copy of the Fax Form and the Mail Flap into the box before sealing
- Replace polystyrene lid and seal STP 310 with packing tape

Laboratory Forms:

- Laboratory Fax Form. Be sure to fax the Laboratory Fax Form to the central lab before sealing it in the shipper
 - Attention: J. Hooton**
 - Fax: 780-492-0886**

Shipping Forms and Label

- Ensure the 'To' and 'From' addresses are correct
- Attached should be the:
 - FedEx air bill
- Cardboard shipper is labelled with 'Diagnostic Specimens'
- Place forms in clear FedEx Pouch and attach to top of STP 310.

If the shipment is refused, delayed or altered after the initial fax has been transmitted to the central lab, be sure to contact the central lab immediately by phone or by fax:

Laboratory Director: Jonathan Hooton

phone: 780-918-4878

Fax: 780-492-0886

Email: J Hooton [hooton@gpu.srv.ualberta.ca]