

**SHIPMENT OF VIRAL SURVEILLANCE SPECIMENS VIA DUNHAM EXPRESS
TO THE WISCONSIN STATE LABORATORY OF HYGIENE**

Specimen Packaging (WSLH Kit # 18 or equivalent):

- **Triple package as “Biological substance, Category B / UN 3373”**
- Securely tape the cap of the specimen container, wrap specimen with absorbent material; place the specimen vial into a biohazard bag; place the completed requisition form into the outer pocket of the bag.
- Place the bagged specimen and form in the styrofoam mailer with a frozen kool-pak and cushioning.
- Replace lid on the styrofoam/cardboard box; close and securely tape the cardboard box shut.
- Attach the WSLH address label to the package:
**State Lab - Virology
465 Henry Mall
Madison, WI 53706**
- Attach the “**Biological substance, Category B / UN 3373**” label to the package.
- Attach your **return address** label
 - Include the **name and telephone number** of the person who knows the content of the package (requirement) with the return address

Shipping Arrangements:

- The WSLH has a contract with Dunham Express for shipment of specimens to the WSLH, with charges billed to the WSLH. **You are not required to ship via Dunham Express unless you wish to have the transport charges billed to the WSLH.**
- Specimens will be picked up during regular working hours, but you must confirm the time with the Dunham Express office in your area.
- Specimens will be delivered to the WSLH the following day, except Friday pick-ups. **If you must ship on Fridays or on the day before a holiday, please include an extra coolant.**
- All package preparation should be completed before the courier arrives.
- Contact the Dunham Express office in your area (see list below);
Appleton area: Call 920-722-6360
Duluth, MN area: Call 218-727-3755
Eau Claire area: Call 715-874-4595
LaCrosse area: Call 608-779-4588
Madison area: Call 608-242-1000
Milwaukee area: Call 414-435-0002
Niagara area: Call 715-251-1909
Wausau area: Call 715-355-0400
- Give the office the following information:
The State Lab-Virology account number: 7274
Account name: State Lab - Virology
Your name and phone number
Your pickup address, including other location information (e.g., room number)
The destination: State Lab - Virology, 465 Henry Mall, Madison, WI 53706
Shipment description, if asked: Viral specimens for overnight delivery

NOTE: THIS ACCOUNT IS FOR INFLUENZA SURVEILLANCE SPECIMENS ONLY. Funding is not available for transport of other samples. Transport charges may be billed to the user if these account numbers are used for samples other than influenza surveillance.

REQUESTS FOR SPECIAL PICK-UP OR DELIVERY MUST BE APPROVED BY WSLH.