



How to Package and Ship COVID-19 Specimens for Testing (as of 7/30/20)

COVID -19 specimens must be triple packaged with a rigid outer container and shipped as a UN3373 Biological Substance Category B. The following directions **must be followed exactly** to meet Department of Transportation (DOT) Regulations. The DOT may fine facilities that deviate from these instructions.

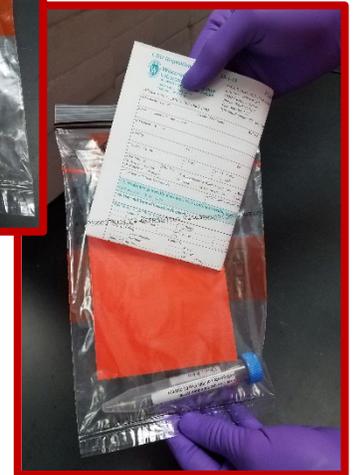
- This is the shipper the WSLH uses. If you use a different shipper it should have similar contents.
- **When you receive your shipping supplies, immediately freeze the cold pack.** A frozen cold pack or dry ice is necessary to keep specimens cool during transport.



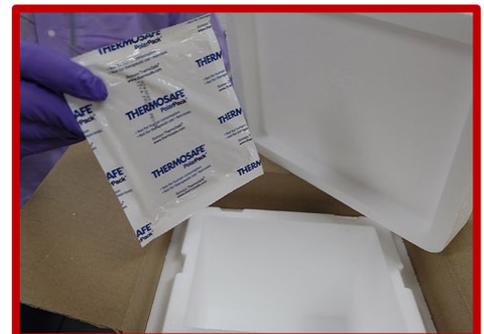
- After specimen collection, **snap the swab tip** into the tube of transport media and close the tube tightly.
- Place each specimen in its own biohazard bag with an absorbent pad.
- Seal the bag completely to contain any leaks.
- The bag must have a biohazard symbol on it. This is required by OSHA.



- Place the paper requisition in the **outer pocket** of the bag. **DO NOT** put it inside the bag with the specimen. **NEVER** staple the requisition to the bag or puncture the bag.



- Place the frozen cold pack in the bottom of the Styrofoam® box.
- Place bagged specimens on top of the cold pack or dry ice.



- Add cushioning material such as bubble wrap or crumpled paper to the box to cushion the specimens and prevent breakage. This is especially important when shipping multiple specimens in the same box.
- Place lid on the Styrofoam® box.
- **DO NOT** tape the lid shut.



- Close the box and use one piece of tape to seal the box shut. (See blue arrow)
- **DO NOT** tape all edges of box.
WARNING: If shipping on dry ice, taping all sides creates a bomb!



- Label the package with a UN3373 Biological Substance Category B label.
- Label with the WSLH address
- Label with your facility address and add additional name and phone # of someone at your facility knowledgeable of the package content and how to safely handle clean up if the package is damaged during transport or leaks. (See blue arrow)



- If shipping on dry ice rather than with a cold pack, you must also place a dry ice label on the box and write on the label the weight in (kg) of dry ice.
- Remove any residual dry ice label that may be on the box if you are not shipping on dry ice.
- **DO NOT** overlap labels.
- Try to place all labels on the same surface of the box.

