

## **Specimen Packaging (WSLH Kit # 18 or equivalent):**

- Triple package as “**Biological substance, Category B / UN 3373**” if classified as **Category B**.
- 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:  
**Wisconsin State Lab of Hygiene  
Specimen Receiving, Communicable Disease Division  
2601 Agriculture Drive  
Madison, WI 53718**
- 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

## **Specimen Collection & Shipping Supplies:**

- Specimen collection and shipping supplies are available at no cost to surveillance sites. Please contact the WSLH Clinical Orders dept. at **800-862-1088** or email [HMSpecimenreceivingclinicalordersstaff@slh.wisc.edu](mailto:HMSpecimenreceivingclinicalordersstaff@slh.wisc.edu) to order supplies.

## **Shipping Arrangements:**

- The WSLH has a contract with GOLD CROSS for shipment of specimens to the WSLH, with charges billed to the WSLH. **You are not required to ship via GOLD CROSS 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 GOLD CROSS scheduler.
- Specimens will be delivered to the WSLH the following day. **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 GOLD CROSS directly to arrange for a pick-up

**CALL: 800-990-9668**

**Website: <http://goldcrosscourier.com/>**



Same day delivery may be available for specific high priority specimens. However, **pre-approval from WSLH is necessary.**

**NOTE: THIS ACCOUNT IS FOR SURVEILLANCE SPECIMENS OR OTHERS REQUESTED BY WSLH. Funding is NOT available for transport of other samples.**