**How to Package and Ship Category B Specimens for WSLH**

All patient specimens and isolates sent to WSLH must be shipped as a Biological Infectious Substance and meet Category A or B regulatory requirements. The following directions **must be followed exactly** to meet Department of Transportation (DOT) Regulations for Category B shipments to WSLH. The DOT may fine facilities that deviate from these instructions.



**Collect packaging supplies**

* This is the shipping kit used by WSLH. If you use a different

shipper it should have similar contents.

* If you do not have a kit, they can be ordered.
  + **Clinical orders** **1-800-862-1088**
* If a cool pack is needed, place it in the freezer ≥24 hr before use.

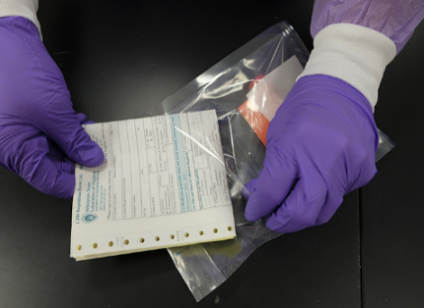
**Package specimens**

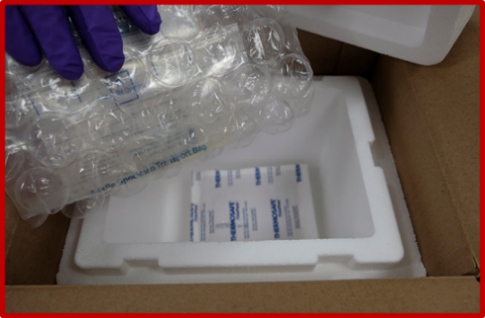
* Wrap each specimen in its own an absorbent pad.
* Place each wrapped specimen in its own biohazard bag.
  + The bag must have a biohazard symbol on it.
* Seal the bag completely to contain any leaks.

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**Complete Requisitions Forms**

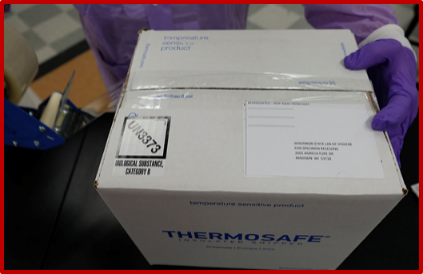
* Forms can be obtained by calling:
  + **Customer Service:** **1-800-862-1013**
* Complete all required information on the form.
* Place the paper requisition in the outer pocket of the bag.
  + **DO NOT** put it inside the bag with the specimen
  + **NEVER** staple the form to the bag or puncture the bag.





**Pack the box**

* Add coolant first (if needed)
  + If your specimen(s) require transport at 0 to 20° C use a frozen cold pack (pictured).
  + If your specimen(s) require transport at -80 to 0° C, identify a source of dry ice for shipping.
* Use material such as bubble wrap or crumpled paper to cushion bagged specimens and prevent breakage
* Place lid on the Styrofoam® box. Do not tape this lid shut.
* Seal the cardboard box with one piece of tape. (see blue arrow)
  + **WARNING:** If shipping with dry ice, taping all sides or storing in a refrigerator creates a bomb!





**Label the Box**

* Add to and from address labels
* All Category B shipments must have a UN3373 label
* If shipping on dry ice, you must also place a dry ice label on the box and write on the label the weight (in kg) of dry ice.
* **DO NOT** overlap labels or wrap them around corners. Try to place all labels on the same surface of the box.