

SHIPPING INSTRUCTION SHEET

Materials Supplied: Styrofoam Ice Chest with Cardboard Shipping Box
Leak Resistant Tin Specimen Case with Lid
Absorbent Material
Ziploc Specimen Bag
Shipping Instruction Sheet
Fed Ex Shipping Label
Class 9 Dry Ice Shipping Label

Instructions:

1. Have blood drawn, centrifuged and collect the serum, the non-cellular portion of the blood, at a blood draw facility. Ask the Phlebotomist to give you a copy of the original laboratory order. This order must be placed within the shipping package to comply with Federal Regulations for shipping **Diagnostic Specimens**. **Do not** allow the laboratory to ship the sample for you through the PAML courier system. PAML is not responsible for getting your specimen to us and many samples have been lost when patients do not follow shipping instructions.
2. **DO NOT SHIP BLOOD OR SERUM ON FRIDAY OR THE DAY BEFORE A HOLIDAY. SHIP ONLY ON MONDAY THRU THURSDAY**
3. Contact Fed Ex and make arrangements for shipping. If arrangements are made over the telephone, for a package pick-up, Fed Ex will require a credit card number for billing. When dropping a package off, Fed Ex accepts credit cards, cash and checks. Expect to pay \$26.00 to \$50.00 for next day shipping in the Pacific Northwest. Shipping costs vary depending on location.
4. Place labeled frozen serum in plastic Ziploc bag (primary receptacle) and seal the bag.
5. Wrap Ziploc bag with absorbent material and place within the leak resistant tin specimen case (secondary package). Cap tightly.
6. Place tin specimen case and **4-4.5 pounds** of dry ice in the ice chest. Tape the ice chest shut.
7. Place the ice chest in the cardboard box. Place a copy of the laboratory orders, the paperwork faxed to the blood draw facility, on top of the ice chest. Close the cardboard box and tape shut with packing tape.
8. Fill in and apply the Fed Ex Label. The Shipping Address is **C.R.E.F, 508 West 6th Ave, Suite 500, Box 7, Spokane WA 99204**. The text "**Diagnostic Specimen Packed in Compliance with IATA Packing Instruction 650**" must also be written somewhere on the form. The package should weigh approximately 10 pounds.

9. You will find the **Class 9 Dry Ice Shipping Label** taped to the outside of the box, fill in the net **weight of dry ice** that you have put in the box. Remember that, under these regulations, you can only ship a block of dry ice, which is less than **5 pounds or 2.3 kg**. Two pounds of dry ice is approximately equal to 1 kg.

10. Call or drop off the package for Fed Ex Shipping. **Please do not ship samples on Friday or the day before a holiday.** If you have questions please call 509-462-7070 and ask for the laboratory manager.

Additional Information:

Dry Ice can often be purchased at a grocery store. If there are no stores in your area that carry dry ice, it is possible that they may special order it for you. Additional sources for dry ice are hospitals, clinics and government facilities.

You can expect to pay approximately **.79/lb** for dry ice.

When **4.5** pounds of dry ice is placed in the provided ice chest and it is held at typical room temperature, the dry ice will last approximately **24-30** hours.

When a non-frozen blood sample is packed according to the instructions listed above, the sample will freeze in approximately **1** hour and stay frozen for approximately **24-30** hours, depending on room temperature.

Fed Ex can be contacted at 1-800-GO FED EX or www.fedex.com. Drop off points for Fed Ex can be found at the web site. Drop off times for next day delivery varies by location. Please make shipping plans in advance.

