

Category B Specimen Submission Outfit

Courier Packaging and Shipping Instructions

Georgia Public Health Laboratory

Waycross Public Health Laboratory

Step 1

Contact the lab of unscheduled pickups by emailing the current version of the request form, *FRM-CA 5 Courier Request Form*



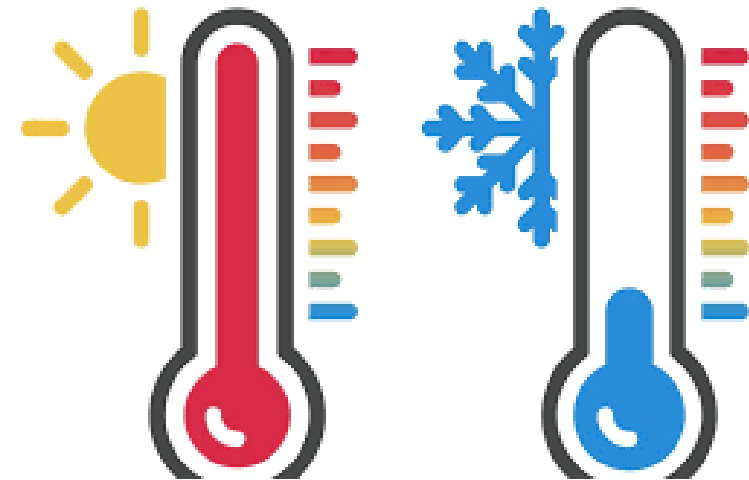
Step 2

Refer to the current version of the laboratory service manual when determining appropriate specimen temperatures.

Collection times should be within 24 hours.

- Refrigerated (2 – 8°C) – Frozen Cold Packs
- Frozen (<-20 °C) - Dry Ice*
- Ambient (2 - 30 °C) - Frozen Cold Packs

*** Must notify laboratory prior to submittal via the current version of *FRM-CA 5 Courier Request Form*.**



Step 3

Pack the specimen using the following materials

- Biohazard Specimen Bag- Secondary Packaging
- Leakproof Primary Specimen Container
- Absorbent Material
- Cold Packs (Refrigerated specimens)
- Dry ice (Frozen specimens)



Step 4

Collect the specimen in the appropriate container. Ensure the lid is secured tightly.

Label with two identifiers at minimum, i.e., full name, DOB, etc., collection date, time and collector's initials.

Note: Label must match submission form.



Step 5

Place specimen in the biohazard specimen bag. Limit the number of specimens to one per bag.



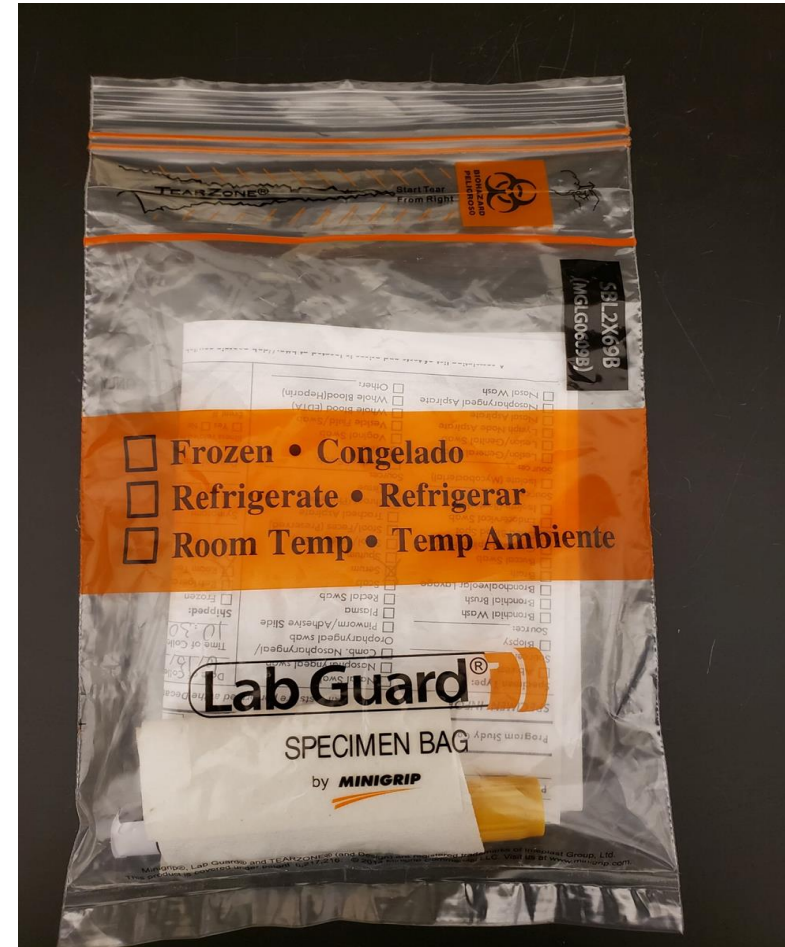
Step 6

Add accompanying sample submission forms or specimen batch list/manifest for electronic submissions to the outer pouch of the biohazard specimen bag.



Step 7

Add absorbent materials to the bag, ensuring the quantity is sufficient for the amount of specimen tubes enclosed, and seal.



Step 8

Place biohazard bag(s) into a refrigerator or freezer until courier arrives, depending on specimen temperature from Step 2.

If using a lockbox, add a minimum of 4 cold packs or dry ice, depending on specimen temperature from Step 2. Place so that they do not come into direct contact with the specimen.

Note: Place 2 additional cold packs to maintain temperature in the summer months.

Step 9

Adhere label to the biohazard specimen bag and segregate per location and temperature requirements.



Complaints, Questions or Requests?

Contact us at GPHLCOVIDResponse@gets.onmicrosoft.com.