

Title: Packaging and Shipping Samples For Donor Testing

Principle: This document is intended to provide instructions for packaging and transporting samples to The Blood Connection for donor testing. The boxes and packing materials are provided by The Blood Connection.

Materials: TBC Sample Shipment Form
Shipping boxes with plastic liner
Absorbent pads
Tube racks
Zip-lock bags
Ice packs

**Safety Requirements/
PPE:** Hand Protection (Glove Requirement): Impervious (Examination) Glove
Skin Protection: Impervious Lab Coat
Eye Protection: NA
Ear Protection: NA
Inhalation Protection: NA
Other: NA

**Bloodborne
Pathogen
Occupational
Exposure:** Yes

Procedure:

I. Preparing Samples for Shipment

For ease of reconciliation of samples upon receipt, it is preferable that tubes are racked in consecutive order.

STEP	PROCEDURE
1.	Prior to racking tubes, ensure all sample tubes are securely capped.
2.	Load tubes left to right in tube racks. Make sure each row contains the same color of tubes.
3.	Place completed rack in a zip lock bag and seal. Record on the zip lock bag the rack number.
4.	Complete the TBC Sample Shipment Form. Fax or email the completed form to The Blood Connection Donor Testing lab. Fax 864-527-4459 or technicalservices@thebloodconnection.org

5.	Attach a list of specimen IDs to the TBC Sample Shipment form.
-----------	--

II. Loading Tubes in Shipping Box

STEP	PROCEDURE
1.	Obtain shipping box with plastic liner.
2.	Place one layer of absorbent material in the bottom of the shipping box.
3.	Place up to 4 bagged tube racks in the bottom of box on top of the absorbent material. Racks may be stacked.
4.	Place one layer of absorbent material on top of the tube racks.
5.	Place 3 frozen ice packs on top of the absorbent material.
6.	Place Styrofoam lid on shipping box.
7.	Seal the TBC Shipping Form with attached shipping log inside a ziplock bag and place on top of Styrofoam lid.
8.	Close box and seal with tape.
9.	Send via courier to The Blood Connection Donor Testing lab.