Document Number: SGSGNJ00052MUL



Sample Transport Packaging Job Aid

Effective Date: 2018FEB22 Version:1.0

Sample Transport Packaging Job Aid

Applicability: South Zone

1. Before Packaging:

Label specimen container with:

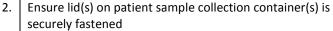
- Full first and last name
- Personal Health Insurance Number or Unique Lifetime Identifier or Government Issued Identification number
- Date and time of collection
- Specimen type and/or body site (for Microbiology, Cytology, and Histolopathology specimens only).

Label slides with the patient's full first and last name if applicable

Complete Manual Requisitions with the following:

- Full first and last name
- Personal Health Insurance Number or Unique Lifetime Identifier or Government Issued Identification number
- Date and time of collection
- Specimen type and/or body site (for Microbiology, Cytology, and Histolopathology specimens only)
- · Date of birth and gender
- Patients phone number
- Full first and last name of requestor along with the report location/address of requestor
- Full first and last name of "copy to" recipient along with the location/address of "copy to" recipient
- Test(s) / Procedure orders
- Applicable comments

Computer generated Requisitions (Site batch Requsitions) with all the above information included may also be used.



- Place each patient sample in a specimen bag and seal
- ✓ Place requisition for sample in the outside pouch.



Supply Form Information:

- 0016723 BAGS, Specimen 5x9 Pkg of 50
- 3. Place the specimen bags together in a 15 X 20 inch Ziplock bag.

Supply Form Information:

0016609 BAGS, Large Ziploc (15x20 in)

Place an absorbent sheet in the 15 x 20 inch bag. Each Sheet will absorb 500 mL of fluid.

✓ If transporting less than 500 mL please cut sheet in half.

Supply Form Information:

- SHEETS, Absorbent 12" 250 mL
- 4. Place 15 x 20 Ziplock bag with samples and absorbent sheet in transport box provided by the laboratory.
 - Attach a cable tie to transport box to ensure the security of the contents during transportation



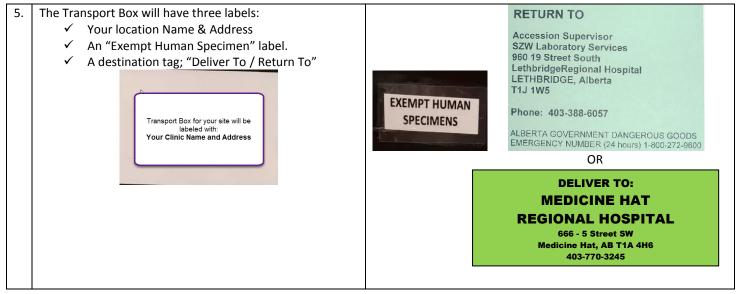




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Please have transport box ready for pick up 10 minutes before schedule pick up time