

## Instructions for the Shipping of Patient Specimens to the Maine Health and Environmental Testing Laboratory

FOR ALL BIOLOGICAL SUBSTANCE **OTHER THAN CATEGORY A  
BIOLOGICAL SUBSTANCES**

FOR A LIST OF **CATEGORY A** BIOLOGICAL SUBSTANCES SEE:

[http://www.maine.gov/dhhs/etl/micro/TP-BT\\_Category\\_A\\_Agents\\_Table.pdf](http://www.maine.gov/dhhs/etl/micro/TP-BT_Category_A_Agents_Table.pdf)

**In the packaging material provided you should receive:**

- 1- Sample collection vial (Primary Container)
- 1- Aquipak™ (absorbent material with sleeves that will hold up to 4 primary containers and capable of absorbing 150 mls.)
- 1-Secondary watertight container (plastic screw cap bottle with biohazard label)
- 1-Bubble wrap
- 1-HETL address label
- 1-Rigid cardboard outer container flat not folded (**May have been sent as a separate package**)
- 1-Requisition form
- Sample Collection Instructions (In some cases)*

### **Packing Instructions:**

1. Label each sample vial with the patient's name and date of collection. Seal and place into the Aquipak. The Aquipak™ is supplied for separation of multiple samples and to absorb any leaks during transport.
2. Place the Aquipak™ with the sample vial/s into the plastic screw cap bottle (secondary container) and close the screw cap. The bottle must have a biohazard label on the outside. **Do not put any labels on the plastic bottle or mail the bottle without the cardboard outer box.**
3. Place the patient requisition/s and the plastic bottle into the rigid cardboard outer container. (**To comply with CLIA regulations, the patient's name, date of birth, collection date, and submitter's information must be written on the requisition.**) Use the bubble wrap to keep the contents from moving during shipment. Tape the box for shipping. Use the address label supplied and include your name, facilities name and phone number.
4. The rigid cardboard outer container must have the following labels and markings:
  - a. Return address of facility and phone number of person having knowledge of contents of the package.
  - b. Shipping address and phone number of the HETL (207-287-2727)
  - c. UN3373 diamond label Biological Substance, Category B
5. Specimen may be shipped to the HETL by the USPS or any other commercial carrier including couriers. If shipped by other than the USPS, please cross off First Class on the label.
6. If you have any questions, please contact the HETL at 287-2727.

**The above instructions are in compliance with the US Code of Federal Regulations, 49 CFR Hazardous Materials Regulations and/or US Postal Service Domestic Mail Manual. They are not a substitute for training for packaging and shipping of hazardous materials. For more information please contact the HETL.**

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