



Specimen Packaging Guidelines

| Specimen Packaging | |
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| All specimens must be packaged and transported in compliance with Transport Canada regulations for Transport of Dangerous Goods (TDG). | |
| Step | Action |
| 1 | Ensure specimen is collected following instructions in the LifeLabs Laboratory Test Information directory. |
| 2 | Transfer the specimen to the appropriate transport container, if required. Note: Urine samples for culture must be submitted in boric acid preservative tubes. |
| 3 | Ensure all specimen container lids are securely closed and containers are not leaking. Leaking specimens will be rejected. |
| 4 | Ensure the specimen is labeled with at least 2 unique patient identifiers and the requisition is complete. Identifiers on specimen label and requisition must match. Specimens that are not properly identified and/or cannot be unequivocally associated to the patient on the accompanying requisition will be rejected. |
| 5 | Place each specimen in a separate 6x9 Ziploc bag. <ul style="list-style-type: none">If one patient has multiple specimens ordered on the same requisition, bag each specimen individually first, then place the individual bags inside a larger bag for transport. |
| 6 | Place the completed requisition in the outer pocket of the bag. Do not attach the requisition to the specimen with elastics, paper clips, tape, or staples. Exception: Requisitions may be wrapped around Pap smear containers only. |
| 7 | Store bagged specimen(s) at the required temperature until transport to the laboratory. Refrigerated specimens must be maintained at 2-8°C in a temperature monitored refrigerator. |
| Specimen Transport – LifeLabs Couriers | |
| 1 | Package all bags (with requisitions in the outer pockets) into a larger plastic bag |
| 2 | Place a label on the outside of this bag which includes: <ul style="list-style-type: none">Physician/Clinic/Treatment Centre/Long Term Care Home NameFull AddressPhone Number This information will help us to identify specimens coming from your location and contact you without delay if we need to confirm or clarify any information prior to testing. |
| Specimen Transport – Drop off at LifeLabs PSC | |
| 1 | Specimens must be delivered to the PSC as soon as possible after collection. |
| 2 | Specimens must be transported at the temperature specified in the LifeLabs Laboratory Test Information directory. |
| 2 | The following samples must be dropped off by office/clinic personnel: <ul style="list-style-type: none">Blood specimensUrine specimens for drugs of abuse testing All other specimens may be dropped off by the patient. |
| 3 | Ensure all samples are classified and packaged as per TDG requirements and transported by personnel with the appropriate TDG training and certification. |
| If you have any questions about specimen packaging or how to prepare your specimens for transport to LifeLabs, please contact our Customer Care Centre at 604-431-7206 or 1-800-431-7206 | |