

Packaging

Minimum packaging guidelines

1. Verify specimen container is secure to prevent leakage
2. Verify requisition form is complete
3. Verify container expiration date
4. Ensure patient initials collection container security seal sticker
5. Place top copy of requisition form in the bag with name and code facing out
6. Place the specimen in the front pocket
7. Seal specimen bag

Holding Specimens

While awaiting pick-up, maintain specimens at room temperature or on cold packs unless otherwise noted. Customers are responsible for the security of specimens prior to pick-up unless one of our collectors are on site.

Frozen specimens must be transported in insulated containers surrounded by dry ice to keep the specimen frozen until it reaches the laboratory. We do not accept thawed specimens.

Urine drug screen samples must be analyzed within 5 days of collection when stored at room temp or refrigerated. If a delay in testing is anticipated, samples must be stored frozen until the time of analysis.

Urine Specimen Transport Prep

Urine should be transported in a secondary covered container preferably an insulated container. Maintain cold temperature with ice packs if transport time is longer than 2 hours and or outside temperature is higher than normal. Urine specimen should be in an upright position inside the container with the lid properly secured.

Specimen Shipping

Any shipping charges are paid by ACL when you use the pre-addressed labels provided with the collection supplies. Your account manager will set up your account with FedEx, schedule your routine pick-ups, and provide you with custom lab packs and pre-printed shipping labels. Depending on the location of your facility we may retrieve the specimens with one of our in-house couriers.

Log Book

Upon delivery of the specimen we require an entry in the log book with name of the courier and number of specimens delivered.

