

COURIER LOCK BOX INSTRUCTIONS

REFRIGERATED SPECIMENS

- After collection and processing, place specimens in a biohazard specimen bag.
- Mark biohazard specimen bag as Refrigerated and note your clinic acronym.
- Store samples in a refrigerator that is 35-46°F (2-8°C) until it is time to place specimens in the lockbox.



Step 1: Place ice pack on the bottom of lockbox.



Step 2: Place foam layer on top of ice pack, then place sealed refrigerated biohazard bags.



Step 3: Place 2nd foam layer on top of sealed refrigerated biohazard bags followed by 2nd ice pack.

ROOM TEMPERATURE SPECIMENS

- After collection, place specimens in a biohazard specimen bag.
- Mark biohazard specimen bag as Room Temperature and note your clinic acronym.
- Store sample on a counter or shelf where the temperature is 68-77°F (20-25°C) until it is time to place specimens in the lockbox



NOTE: If there are refrigerated samples in the lock box, place room temp biohazard bags to the side of the refrigerated specimens, not in direct contact with the ice packs.