

# Shipping urine and oral fluid specimens to the laboratory.



TO BEST SERVE OUR CLIENTS, RTL HAS CHOSEN FEDEX AS ITS PREMIER SHIPPING PROVIDER.

Send 5 or more via FedEx®. Send less than 5 via USPS®.

Redwood Toxicology Laboratory (RTL) is dedicated to your satisfaction and is confident that FedEx will provide quality shipping services to your agency. RTL provides your agency with all of the necessary supplies for specimen shipment to the lab. Please begin using your FedEx supplies immediately upon receipt.

Proper FedEx packaging of test samples includes four basic requirements that RTL and FedEx shipping supplies meet:

- Watertight Primary Receptacles (RTL bottles or collection devices)
- Watertight Secondary Receptacles (RTL baggies and ziploc bag)
- Absorbent Material (inside plastic baggies)
- Sturdy Outer Packaging (FedEx® Large Clinical Box)

Take a moment to read through the packaging procedures on the back page. For more information visit: [www.redwoodtoxicology.com/fedex](http://www.redwoodtoxicology.com/fedex)

## SCHEDULING YOUR FEDEX PICKUP

Depending on the frequency and quantity of specimens being sent, your FedEx account will be set up to reflect one of the following:

**MORE THAN 3 PICKUPS A WEEK**—RTL will arrange for daily FedEx pickups. A FedEx courier will stop at your location daily (M-F) and pick up your specimen boxes. Please do not arrange pickups directly as this may result in your agency being billed for these services.

**LESS THAN 3 PICKUPS A WEEK**—To schedule a pickup, change a previously scheduled pickup or cancel-suspend a pickup, please call FedEx directly at 1.800.GoFedEx (1.800.463.3339). For assistance finding a drop-off location visit [fedex.com](http://fedex.com).



Use the FedEx Billable Stamps provided by RTL. Please do not order labels/boxes with your FedEx courier as this may result in your agency being billed for these services.

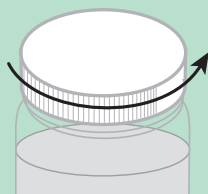
## SPECIMEN SHIPPING PROCEDURE

More information available online at [www.redwoodtoxicology.com/fedex](http://www.redwoodtoxicology.com/fedex)

## SECURE CONTAINERS AND SEAL IN PLASTIC BAGGIES

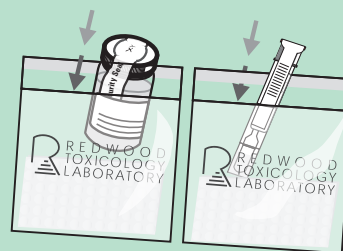
After labeling and sealing the specimens tightly, place them into a RTL branded plastic baggie with absorbent material.

- 1 **Tighten container (snap oral fluid collector)**



For labeling instructions refer to the RTL Reference Guide (available online)

- 2 **Seal bottle or collector in baggies with the absorbent material.**



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## 5 OR MORE SPECIMENS — Send via FedEx Express® service (Use FedEx® Large Clinical Box)

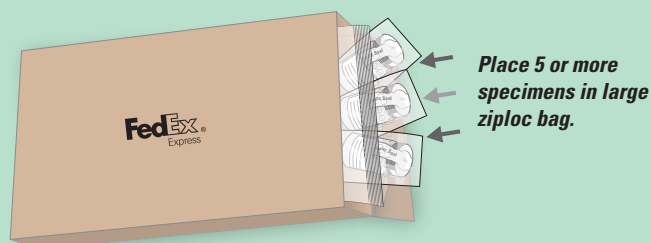
Supplies include: FedEx Large Clinical Boxes, collection containers, baggies with absorbent material, ziploc bags and labels.

- 1 Place the large ziploc bag inside the FedEx Large Clinical Box (cardboard).



Place ziploc bag in FedEx Large Clinical Box.

- 3 Place the individually sealed specimens into the large ziploc bag. All specimens must be secured within the ziploc bag. Do not place other boxes inside the FedEx box.



Place 5 or more specimens in large ziploc bag.

- 2 Place COC/test request forms in the box (outside ziploc bag).

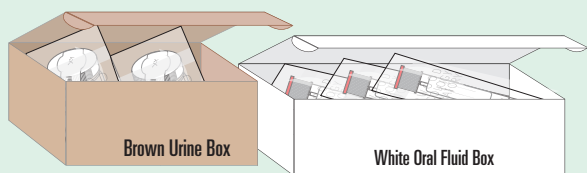
- 4 Seal the FedEx Large Clinical Box and attach a preprinted FedEx Express® Billable Stamp for FedEx Standard Overnight® shipping.

Be sure that your FedEx box has at least five (5) urine or oral fluid specimens per box. Any box with fewer than 5 specimens will be charged a \$7.00 short shipment fee on the RTL account statement. (Refer below for less than 5).

Oral fluids and urine specimens may be sent in the same FedEx box when sending 5 or more specimens (e.g. three urine specimens and two oral fluid specimens.)

NOTE: FedEx Clinical Paks (lab pak) also comply with specimen shipping. However, RTL does not regularly furnish these as they are ideal for fewer than 5 specimens. (Refer below for less than 5 shipping).

## LESS THAN 5 SPECIMENS — Send U.S. Postal Service (Pre-paid mailer box does NOT cover express delivery).



Place the specimen(s) in a Pre-paid U.S. Mailer box.

- 1 Seal specimen(s) tightly, place them into a RTL branded plastic baggie with absorbent material and enclose them in the Pre-paid U.S. Mailer box.
- 2 Please do not mix oral fluid and urine specimens in the same Pre-paid Mailer box! Per U.S. Postal Service regulations, use the box provided specifically for each type of test as indicated on the Pre-paid Label.

**PACKAGING NOTICE:** Leaky specimens may be returned to your agency by the shipping provider. If you require training on specimen collection and shipping procedures, please contact RTL's Client Services department.

CLIENT SERVICES: 800-255-2159 ext. 4399

Fax: 707-577-0365 // Email: [clientservices@redwoodtoxicology.com](mailto:clientservices@redwoodtoxicology.com)