

# Shipping urine & oral fluid specimens to the laboratory.

Refer to separate instructions when sending blood specimens.

Redwood Toxicology Laboratory (RTL) is dedicated to your satisfaction and we are confident that FedEx® will provide you and your agency quality services when shipping specimens to the laboratory.


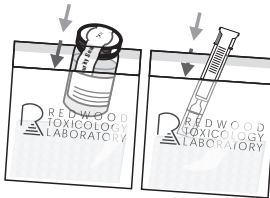


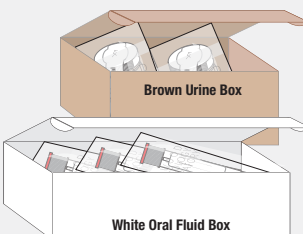
It is important to use packaging materials provided by RTL. Please begin using your FedEx supplies immediately upon receipt. Failure to utilize the supplies provided by RTL may result in your specimen(s) being rejected by FedEx or excluded from testing at the laboratory.

## Proper FedEx packaging of laboratory test samples includes four basic requirements:

- Watertight Primary Receptacles (RTL bottles or collection devices)
- Watertight Secondary Receptacles (RTL baggies and ziplock bag)
- Absorbent Material (inside plastic baggies)
- FedEx® Clinical Paks (white shipping bag)

## SENDING SPECIMENS TO REDWOOD TOXICOLOGY LABORATORY

Please follow the procedures carefully. FedEx may return leaky specimens. For additional labeling instructions refer to the RTL Reference Guide. (Available online or request a printed version from your representative.)

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| <p><b>Secure and seal</b><br/>After labeling, and sealing specimens tightly, place them into a RTL branded plastic baggie with absorbent material.</p>   | <p><b>1</b> Tighten container (snap oral fluid collector)</p>    | <p><b>2</b> Seal bottle or collector in baggies with the absorbent material.</p>    |
| <p><b>FEDEX SHIPMENT</b><br/><b>5 or more specimens<sup>1</sup></b><br/>Send via FedEx standard overnight delivery service (Use FedEx Clinical Pak).</p> | <p><b>1</b> Place the large ziplock bag inside the FedEx Clinical Pak.</p>  <p><b>2</b> Place COC/test request forms in the Clinical Pak (outside ziplock bag).</p>   | <p><b>3</b> Place 5 or more individually sealed specimens into the ziplock bag. All specimens must be secured within the ziplock bag.</p>  <p><b>4</b> Seal the large FedEx Clinical Pak and attach a preprinted FedEx outbound label for standard overnight shipping. ● If applicable, add a blue dot sticker for oral fluid specimen identification.</p> |
| <p><b>USPS SHIPMENT</b><br/><b>Less than 5 specimens</b><br/>Send U.S. Postal Service (Pre-paid mailer box does NOT cover express delivery).</p>         | <p><b>1</b> 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.</p> <p><b>2</b> <b>Please do not mix oral fluid and urine specimens in the same Pre-paid Mailer box!</b> Per U.S. Postal Service regulations, use the box provided specifically for each type of test as indicated on the Pre-paid Label.</p> |  <p><b>Brown Urine Box</b></p> <p><b>White Oral Fluid Box</b></p>  |

1. Be sure that your FedEx Clinical Pak has at least five (5) urine or oral fluid specimens per pak. Any pak with fewer than 5 specimens will be charged a \$7.00 short shipment fee on the RTL account statement. Oral fluids and urine specimens may be sent in the same FedEx Clinical Pak when sending 5 or more specimens (e.g. three urine specimens and two oral fluid specimens.)



**IMPORTANT: Do not use supplies intended for other laboratories.** In particular, do not use supplies labeled UN3373 (see below). UN3373 supplies are intended for shipping Category "B" Infectious Substances. Improper use of this packaging may result in citation from the Federal Aviation Administration.



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Questions? Call today.

**800.255.2159**

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