CBOC Process for Shipping of Specimens via Commercial Courier

Iron Mountain VAMC CBOC’s  
CP 13 585

**Purpose:**

It is the responsibility of the staff in the CBOC and in the clinical laboratory to maintain the integrity of the patient specimens before the specimens are analyzed. Specimens must be packed to protect the specimens and those who handle the specimens. It is the laboratory’s responsibility to ensure that all remote sites (CBOCs) prepare specimens for transport in a fashion to ensure that the specimens received in the laboratory are suitable for testing.

**Process:**

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| **What Happens** | **Who’s Responsible** |
| The specimens to be shipped shall be placed in a securely closed, watertight plastic tube or aliquot container that is referred to as the primary container.  All primary containers MUST be labeled with at least the patient's full name and full SSN.  Each label MUST be initialed and marked by the person collecting the specimen.  **Note: Blood collection tubes, aliquot tubes or urine tubes are primary containers.** | CBOC personnel |
| Tubes requiring refrigerated transport are then placed upright in a rack and the rack is placed in a large Biohazard bag (secondary container).  a. A maximum of 72 tubes per rack  b. A maximum of one rack per biohazard bag  c. Tubes requiring to be frozen or room temperature transport are bagged separately using small biohazard bags. | CBOC personnel |
| Absorbent material (example: paper towel) should be placed in the biohazard bag  **Note: This is a safety precaution just in case the specimen tubes break, leak or open during transport.** | CBOC personnel |
| The biohazard bag should be securely closed and placed in a Fraudstopper bag. The Fraudstopper bag is then sealed. The barcode on the Fraudstopper bag is then scanned by the courier prior to putting the bag in a cooler or freezer appropriate for its transportation temperature (refrigerated, frozen or room temp). It is verified that the temperature logger is present in the room temperature cooler. | CBOC personnel and Commercial Courier |
| CBOC Quiz for Transportation of Biological Specimens should be completed after initial training  of CBOC personnel and every three years thereafter via the University of Washington Medical Training Solutions website. | CBOC personnel and  MTS Administrator |