

# Packing & shipping instructions

## General transport kit

1. Remove top foam piece from box and retain. Leave bottom piece of foam in box
2. Place **all** specimens in zippered pouch with absorbent pad. Press firmly along seal to secure contents while in transit
  - a. If sending liquid specimen(s), secure top of vial or vials to prevent leakage. **Always include patient name, date of birth or social security number, and date of specimen collection on each vial. 2 patient identifiers on the vial are required**
  - b. If including paraffin blocks, place each block in a separate glassine envelope (provided)
  - c. If including slides, place slides in slide container and secure lid
3. Place all completed paperwork in pouch on back of bag. Paperwork fits in pocket located beneath flap
4. Place the closed, zippered pouch containing specimens and paperwork into box. Add frozen ice pack. Replace top piece of foam and close box
5. Place closed box inside FedEx clinical pak
6. Attach FedEx shipping label to outside of FedEx clinical pak



## Flow cytometry specimens

1. Follow the instructions for using the general transport kit above, but DO NOT use the FedEx standard overnight return service label (airbill) that comes in the kit
2. Use the airbill appropriate to the day you are shipping the specimen:
  - a. Monday through Thursday: First overnight airbill (East coast clients only)
  - b. Friday: Priority overnight for Saturday delivery airbill

## Stain only requests

1. Follow the instructions for using the general transport kit above, but use a "TC" box (has round, orange label on each side of the box)
2. It is okay to put additional specimens/requests in the "TC" box, provided you are sending in a case for stain only service
3. You must use a "Stain only" requisition form



### Notes:

- Our packing/shipping instructions do not supercede current IATA or DOT regulations
- PhenoPath provides FedEx shipping services

## Bone marrow kit

Ensure all primary specimen containers (the innermost container that actually holds the specimen, eg, blood tube, biopsy container, urine/sputum container) are labeled with at least 2 patient identifiers (eg, name and date of birth).

For bilateral bone marrow samples, use SEPARATE kits for the specimens from each side.

Specimen	Submit	Quantity
Marrow core biopsy	Neutral buffered formalin—Container #1 Indicate right or left side, if applicable	
	Touch imprints of core—glass slide	2 slides
	If flow cytometry of marrow core is desired (eg, for inaspirable marrow), submit core in RPMI tissue culture medium	
Marrow aspirate clot	Neutral buffered formalin—Container #2. Make sure the clot has formed before putting it in the formalin. Indicate right or left side, if applicable	
Bone marrow aspirate	1 sodium heparin (green-top tube #1) for flow cytometry (and possible molecular studies)	1-3 mL
	1 sodium heparin (green-top tube #2) for cytogenetic studies (chromosomes and FISH)	3 mL
	Aspirate smears—glass slides made at bedside	4 slides
Peripheral blood	Copy of corresponding CBC results	
	Peripheral blood smear(s)—glass slide	1-2 slides

1. Remove top foam piece from box and retain. Leave bottom piece of foam in box
2. Place specimens in biohazard bag with absorbent material (if needed), and place each specimen in its appropriate spot in the foam
  - a. Secure top of vial or vials to prevent leakage
  - b. Place slides in slide container and secure lid
3. Add frozen ice pack then replace top piece of foam
4. Place all completed paperwork in box, and close box
5. Place closed box inside FedEx clinical pak
6. Attach FedEx shipping label to outside of FedEx clinical pak

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