

Kansas Health & Environmental Laboratories – Biological Substance, Category B Packaging and Shipping System Guide: Rubella Mailer

***NOTE Serum must be shipped cold with cool packs and must be received at KHEL within 48 hours**



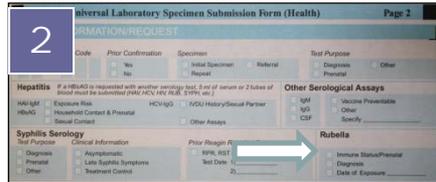
- Federal law requires that the To, From, and **UN3373 Biological Substance, Category B** labels be attached to this fiberboard shipper. The UN3373 label should be placed on the same side of box as the to/from labels when package size is adequate.
- This guide is based upon a Triple Packaging system, the primary specimen container (Primary); the secondary 95 kPa polyethylene container (Secondary); cushioning material; and fiberboard shipper (Tertiary).
- Bubble wrap or other cushioning material should be wrapped around the secondary container to ensure that the primary container does not break.

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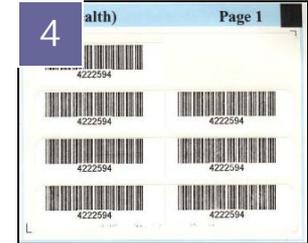
1) Fiberboard shipper with styrofoam insert; 95kPa bag (Secondary Container); cold pack; absorbent sleeves; SST serum tube(s) (Primary Containers) .



2) Complete the Universal Laboratory Specimen Submission Form; marking the Rubella section and any additional comments on page 2 (back) of form.



3) Collect specimen in the appropriate Serum Separator Tube Vacutainer and label the blood tube with patient first and last name and date of birth.



4) Universal Laboratory Specimen Submission Form - Barcode Sticker Section; keep one sticker for your records.



5) Place a barcode sticker from Universal Form on specimen container in addition to patient information. Do not conceal the expiration date.



6) Centrifuge the SST within 2 hours of collection to separate the serum from the red blood cells (clot) and store at 2-8°C until ready to ship.



7) Place the SST primary container in the absorbent sleeves or other absorbent material.



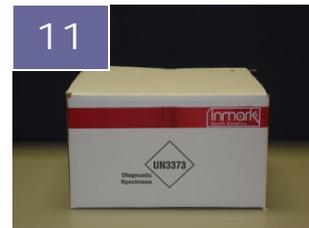
8) Place wrapped specimen inside 95 kPa bag. Seal bag by removing paper strip and folding over flap at the slit according to bag instructions.



9) Place completed Universal Form inside the back pocket of the 95kPa bag.



10) Place the sealed bag into the fiberboard shipper with frozen cold pack.



11) Place cushioning material such as bubble wrap or paper towels on top of the cold pack and 95 kPa bag to prevent breakage. Place the Styrofoam lid on box and close flaps.



12) Label To and From on the top of the fiberboard shipper. Secure fiberboard shipper with tape. This packaging system is now ready for shipment to the KHEL.