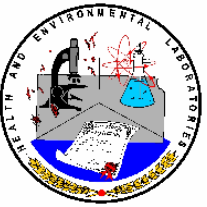


KDHE Division of Laboratories – Biological Substance, Category B Packaging and Shipping System Guide: Virus Mailer



- As of October 1, 2006, Federal law requires that the Sender, Recipient, and **UN373 Biological Substance, Category B** label or marking be attached to this fiberboard shipper. The UN373 marking has been preprinted on the virus mailers.
- 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).
- The 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; postage label (for Influenza Sites only); viral transport media tube(s) (Primary Containers) .

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Comp PP Exam	Genetics	Public	New Patient	Name	PCR
PH Exam	Immunology	Multiple Patients	Multiple Patients	Multiple Patients	Other
STD Exam	PHD-Lab	Name	Contact of STD Case		

Viral Cultures		Viral Syndrome Observed			
Specimen	Material	Chlamydia	Cytomegalovirus	Cholera	Wolke
ID	Body Fluid	Giardia Lamblia	Guinea Worm	Hepatitis	Specific Virus Agents
Culture	Release	Varicella-Zoster Virus	Neurospiral	Syphilis	
Other	Specify				

Blood Lead		Patient Address Required for Blood Lead Specimens			
Category	Patient Address				

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

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3) Alternatively, complete the KDHE H1N1 Influenza Virus Specimen Submission Form. (Not for use with non-influenza specimens.)



4) Place the specimen in the primary container containing VTM (viral transport media) and fill in the patient information and date on the VTM label.



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



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



7) Wrap the primary container in absorbent material. Place wrapped specimen inside 95 kPa bag.



8) 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. **Note:** Use a separate bag for each specimen.



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 in numerical order (1,2,3,4).



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 DHEL.



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Please note: The following pictures are examples of what **NOT** to do when packing virus specimens for transport.



Do not force the cap onto the VTM tube. Ensure that the cap is on straight and tight.



Do not allow portions of the swab to hang outside of the VTM tube. Ensure that the cap is on tightly and is sealing properly.



Do not put more than one sample in each 95 kPa bag.



Do not seal ice packs or forms inside the 95 kPa bag with the sample. Use the outside pouch for the forms.



Do not force entire swab into primary specimen container. Ensure swabs are cut to fit easily into VTM tube.