

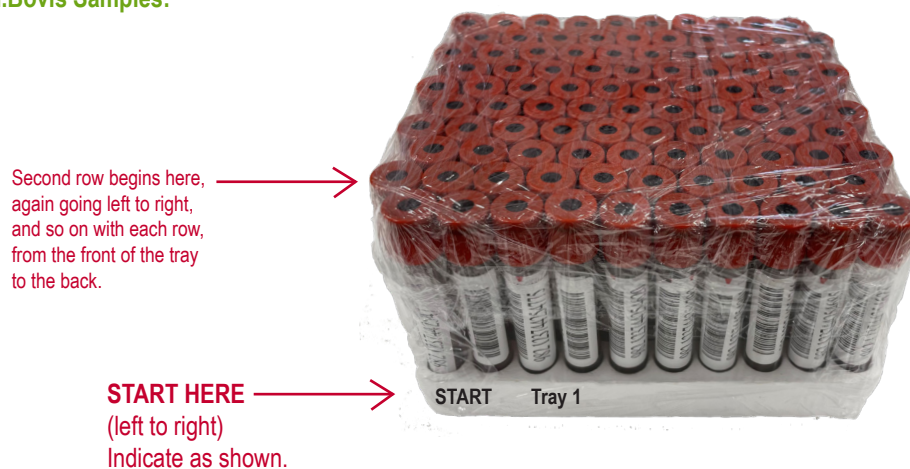
How to Package Samples for Delivery to the Laboratory

Samples need to be packaged using the 3-layer **IATA packaging system**. This consists of a primary receptacle, secondary receptacle and an outer shipping container.

Primary Receptacle:

- **Blood tubes and pottles:** These should always be **clearly labelled** with the animal name and contents, especially if it is not an obvious sample type, e.g. urine in red top or bloody fluid in EDTA.
- **Fixed tissue in formalin:** The container that your sample is collected in must be watertight and have a screw top lid (Ratio to fix sample is 1:10) – use parafilm to seal the lid if required, sellotape is not recommended as it is difficult to remove and can damage any identifying labels.
- **Multiple tubes sent for BVD or M.Bovis testing** required to be reported in a specific order should be placed in a Styrofoam tray, starting left to right, front to back. Wrap each tray firmly with cling wrap and send in a sturdy box or chilly bin (with sealed ice packs).

Example for BVD or M.Bovis Samples:



Any primary receptacle should be placed in a biohazard bag with enough **absorbent material** (i.e., tissues or paper towels) to absorb all **fluid in case of breakage**. This is especially important for **Formalin samples**.

The submission form should be inserted into **the pocket on the front of the biohazard bag**. Ensure there is a separate biohazard bag and form per submission.



Secondary Receptacle:

SVS has available 3 different size containers, 200mL, 900mL and 4L pails.

- The 200mL container holds two 1.3ml tubes and a slide
- The 900mL container holds 10mL tubes or pottles and
- The 4L pail can hold larger submissions of blood tubes and pottles.

Both the 900 ml and 4 L Pail can carry several submissions as long as the samples are labelled properly and are in their own specimen bag with the relevant submission form in the pocket of the bag.

Fixed tissue should be wrapped in bubble wrap to absorb shocks encountered during transportation.

SVS provides 200ml, 900ml, and 4L containers to Veterinary Clinics for free. Once sent to us containing samples, they are then cleaned and returned back to the submitting clinics.

Outer Shipping Container:

The secondary receptacle is placed inside either a green plastic bucket with a lid, or a courier bag. The bucket is useful for more fragile or liquid samples that need extra protection, where samples, such as blood tubes already in a plastic container will travel well in a courier bag.



- Samples inside biohazard bag with paper towels in case of leakage.
- Form tucked into outer pocket.
- Biohazard bag placed inside second receptacle (e.g. a plastic container).
- Place container inside a courier bag, used as the 'Outer Shipping Container.'

- Tissues sent in formalin **MUST** be in a **screw top** container, with bubble wrap reasonably secured around it for protection. Absorbent material used in case of leakage.
- Form tucked into outer pocket.
- Biohazard bag used as second receptacle, placed inside sturdy outer shipping container with courier label on the lid (e.g. 4L Plastic Container).

Extra Tips:

1. On the submission form mark off specimens sent so we know what to expect. (Refer to Image 1 below).
2. No need to staple paperwork to biohazard bags. The outer pocket is designed to hold forms.
3. Do not place blood tubes directly in a courier bag. They need to be properly labelled and placed in biohazard bags.
4. Bubble wrap & a small piece of sticky tape (or rubber band) is okay to wrap samples but do not use lots of sticky tape as it then becomes difficult to open the sample safely at the lab.
5. Do not use zip lock bags full of water as icepacks. These defrost and leak water all over the samples and paperwork.
6. Formalin samples should never be in the same bag as cytology slides.
7. If samples for one case are sent in separate courier bags/packages clearly write that information on the submission form, so we know to look out for more samples.

Image 1

There are two columns on our submission form. One for sent and one for received. Please only write number of samples sent in the left column.

The received column is for lab use only.

Image 2

Please do not cover this area on our submission forms.

It is for lab use only.

For further information, see our website www.svslabs.nz or contact the laboratory on **0800 787 522**