

# Roesink Microbiology Laboratories, LLC

4150 South Main St.

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[www.rmicrobiolabs.com](http://www.rmicrobiolabs.com)

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*Providing Quality, Time Sensitive Microbiological Testing*

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## **How to Pack, Ship, and Submit Samples for Analysis**

Please read the following guidelines carefully.

Contact us if you have questions at 330-526-1914

***IMPORTANT! Roesink Microbiology Laboratories does not accept Category A Infectious Substances (Biosafety Level 3 or 4 materials or any pathogen that causes highly contagious or otherwise serious disease).***

After sampling, samples must be kept CHILLED and arrive chilled at the laboratory. For valid results, the following points must be ensured:

- a. Most tests require that samples be analyzed within 24 hours of sampling; therefore, if samples are shipped, they must be shipped the day of sampling.
- b. Ship for priority overnight delivery.
- c. Maintain temperature at 0 to 10.0°C (32 to 50°F) during transit for most samples.
- d. Completely fill out a Roesink Laboratories Sample Submittal Form and place in a zip lock-bag in the shipping cooler. Make a copy of the form to keep on file for your records.

### **Complete all sections of the Sample Submission Form (Chain of Custody Form “CoC”)**

- Sample Submission Form (PDF) (EXCEL)
- List sample ID labels clearly.
- Make a copy of the completed Test Request Form for your records.

### **Packaging, Shipping & Submittal Guidelines:**

- Samples should be shipped in a triple packaging consisting of a primary receptacle, a secondary packaging, and a rigid outer packaging and conform to the following provisions for ground based transportation:
- **Primary containers** in which the samples are collected and stored must be leakproof for liquids and sift proof for solids (sample vial w/cap, medical cup w/ screw cap, sealed sample bags, etc).
- Contact of primary containers should not occur during shipping. Separate by placing samples in a rack or individually wrapping each container in a zip lock bag.

- Primary containers must be packed in a leak proof or sift proof **secondary packaging** (heavy-duty zip lock bag) in such a way that, under normal conditions of transport, they cannot break, be punctured, or leak their contents into the secondary packaging
- Absorbent material must be placed between the primary containers and secondary packaging. The absorbent material must be of sufficient quantity to absorb the entire contents of the primary containers, should they break or leak, and not compromise the integrity of the cushioning material or the outer packaging.
- Secondary packaging must be secured in **rigid outer packaging** (*styrofoam cooler placed inside cardboard box over pack constitutes the rigid outer packaging*) with suitable cushioning material such that any leakage of the contents will not impair the protective properties of the cushioning material or the outer packaging.
- Place a Roesink Microbiology Laboratories Sample Submission Form (CoC) in a single zip lock bag in shipping box. Submission forms are available for download at [www.rmicrobiolabs.com](http://www.rmicrobiolabs.com)
- Place the secondary container in the cooler and place a piece of cardboard on top of the secondary container or surround the secondary container with sufficient absorbent material (paper towels). Finally, place the ice pack that is provided with your kit on top of the cardboard or absorbent material and put the lid on. (Be sure that the lid closes all of the way and is not obstructed by anything which could prevent the lid from completing a seal.) Samples should maintain a temperature between 0.0°C and 10.0°C.
- The completed package must be filled and closed so that under conditions normally encountered in transportation there will be no release of the samples into the environment.
- Please make sure samples are adequately refrigerated, and properly labeled and addressed, in order to avoid possible delays in shipment. Shipping early in the week helps ensure samples arrive to the lab in a more timely fashion and avoids samples being shipped on weekends, which may further delay the arrival of samples to the laboratory.
- Most tests require that samples be analyzed within 24 hours of sampling; therefore, if samples are shipped, they must be shipped the day of sampling. Ship priority overnight delivery via UPS or Fed-Ex to:

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- Samples may be dropped off by appointment only. Appointments must be made 24 hours in advance and scheduled to be dropped off before 1pm.