

The following instructions apply to **room temperature** samples being shipped to Machaon Diagnostics using our shipping kit, which may be ordered at [machaondiagnostics.com](http://machaondiagnostics.com). Alternatively, you may substitute your own supplies. Please follow the appropriate shipping instructions for the corresponding sample storage conditions.

Please refer to Specimen Processing Instructions for directions on how to process collected samples for serum or plasma, if needed.

## Materials Required:

- Box with styrofoam insert
- Collection tube(s) or swab corresponding to the shipping kit
- Aliquot tube(s) - for processed specimens (included in select kits only)
- Test requisition (Please complete)
- Biohazard specimen bag with absorbent sheet
- FedEx ClinPak
- Prepaid FedEx Airbill (prefilled with Machaon Diagnostics account number and address)
- Adhesive document sleeve to affix FedEx Airbill to FedEx ClinPak

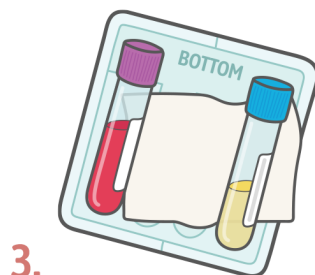
## Packaging your Sample



**1.** Fold the completed test requisition and place it in the outer pocket of the biohazard specimen bag.



**2.** Place the absorbent sheet into the styrofoam insert.



**3.** Place the collection tube(s) (if sending whole blood), or processed sample(s) into the styrofoam insert. All samples must be properly labeled and leak proof. If needed, please use parafilm to secure the cap to the tube and prevent leakage.



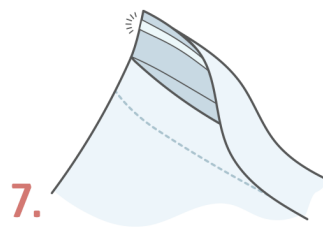
**4.** Close the styrofoam insert and place it in the cardboard box.



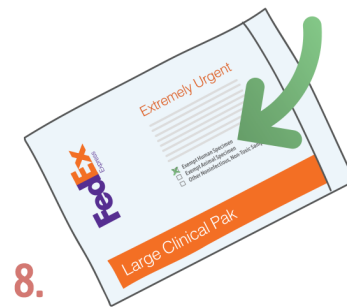
**5.** Securely close the cardboard box and place it in the biohazard specimen bag.



**6.** Place the biohazard specimen bag into the FedEx ClinPak.



**7.** Seal the FedEx ClinPak.



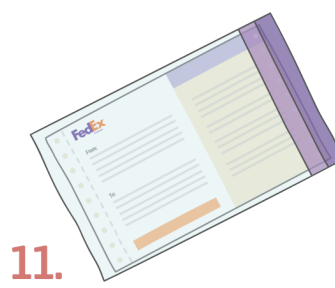
**8.** On the back of the ClinPak, check off the box indicating that the package contains an "Exempt Human Specimen."



**9.** Remove the adhesive backing from the document sleeve and attach it to the outside of the FedEx ClinPak.



**10.** Fill out the "From" section of the FedEx Airbill. **Important:** mark Saturday delivery if shipping on a Friday.



**11.** Seal the FedEx Airbill inside the document sleeve.



**12.** The package is now ready to be shipped. Call FedEx to schedule a pickup.

**Note:** When substituting supplies, make sure the shipment meets IATA regulations for packaging of liquid specimens (Dangerous Goods Regulations, 3.6.2.2.3.8). If using a carrier other than FedEx, please follow any specific carrier guidelines for shipping clinical specimens.