



The following instructions apply to **frozen** samples being shipped to Machaon Diagnostics. 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.

Materials Required:

- Machaon Frozen Sample Mailer with styrofoam shipping container included.
- If not using the Frozen Sample Mailer, you will need your own outer cardboard box and styrofoam shipping container large enough to hold 5 lbs. of dry ice.
- Minimum 5 lbs. dry ice
- Properly labeled frozen patient sample(s) appropriate for tests ordered
- Completed test requisition
- Biohazard specimen bag with absorbent sheet
- **UN1845 Dry Ice Sticker and UN3373 Category B Sticker** if you are using your own box
- Printed shipping label
- Packing tape


■ Packaging your Sample

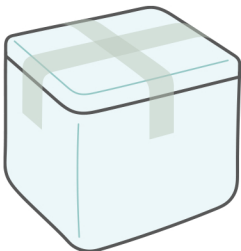
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1. Fold the completed test requisition and place it in the outer pocket of the biohazard specimen bag.
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2. Place the associated frozen sample(s) and an absorbent sheet into the biohazard specimen bag. All samples must be properly labeled.
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3. Add enough dry ice to cover the bottom of the Styrofoam shipping container. *
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4. Place the biohazard specimen bag(s) on top of the dry ice.
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5. Fill the Styrofoam shipping container with additional dry ice until a total of approximately 5 lbs per shipping day has been added. **
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6. Secure the lid on the Styrofoam shipping container with packing tape.
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7. Place the Styrofoam shipping container in the Frozen Sample box and seal with packing tape.
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8. Fill out the UN1845 dry ice label on the Frozen Sample box. If you are using your own box, fill out the UN1845 dry ice sticker.
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9. If using your own box, affix the UN1845 dry ice sticker and the UN3373 Category B sticker to the outside of the box.
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10. Affix the shipping label to the box. **Important: mark Saturday delivery if shipping on a Friday.**
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11. If using your own box, make sure there are no other barcodes or labels on the shipping box that may prevent the package from being scanned and tracked in transit.
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12. The package is now ready to be shipped. Call FedEx to schedule a pickup.

* If dry ice is not immediately available or the package is not picked up by end of day, store the biohazard specimen bag(s) containing the frozen sample(s) in the freezer to maintain specimen integrity. Do not allow sample(s) to begin to thaw.

** Machaon Diagnostics recommends including 5lbs of dry ice per day in shipment. If the package is being shipped on Friday for Saturday delivery, consider including 10lbs of dry ice to prevent the sample(s) from being thawed in transit in case of shipping delays.