

SPECIMEN SUBMISSION GUIDELINES
Department Of Laboratory Diagnostics And Monitoring
Walter Reed Army Institute Of Research
HIV Diagnostics and Reference Laboratory

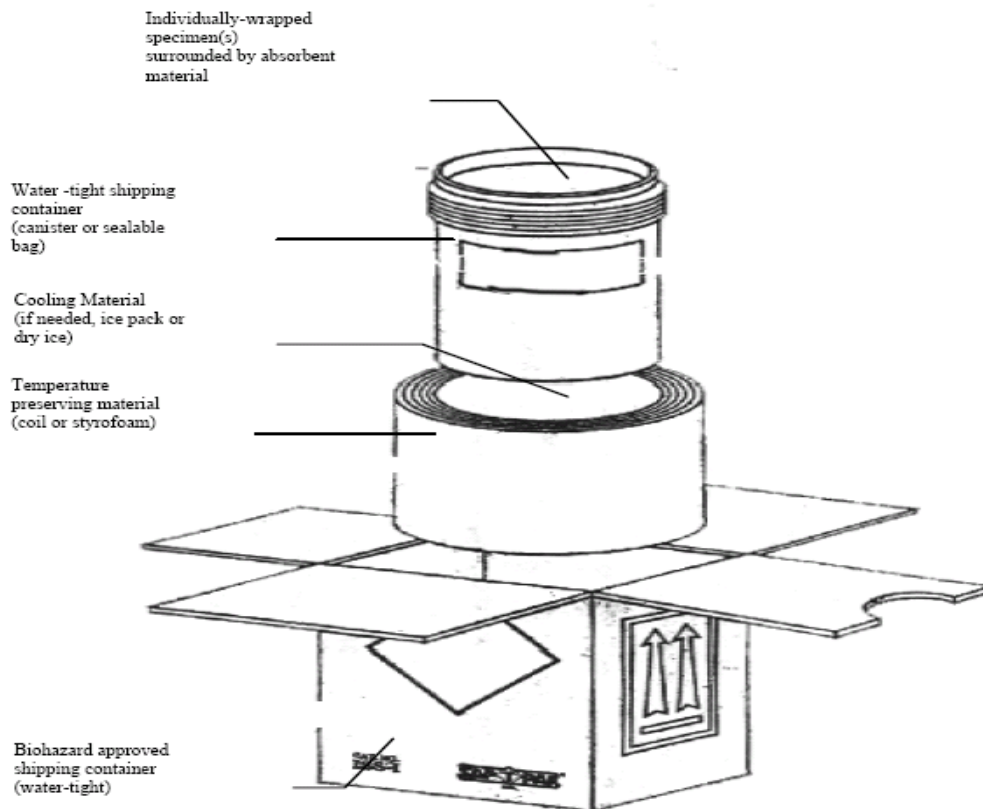
PACKAGING AND SHIPMENT OF SPECIMEN

DO NOT SEND SPECIMENS TO ARRIVE ON WEEKENDS OR FEDERAL HOLIDAYS.

Sites submitting specimens must comply with all applicable Federal and State regulations concerning shipment for diagnostic substances. Minimum requirements for packaging and shipping follow:

- A. Package sample in a watertight primary container (ie Sample tube) and secondary container.
- B. Surround individually wrapped specimens with enough absorbent material to absorb entire content of tube if spillage occurs during transport.
- C. Wrap all vials individually to avoid contact with other tubes.
- D. Place each tube in a biohazard bag to contain spillage and avoid contaminating other tubes being shipped in the secondary container.
- E. Place request forms within the container in a waterproof sleeve separate from the tubes.
- F. Label container and ship specimens according to applicable guidelines (ie 49CFR and IATA regulations) for biological diagnostic shipment of specimens.
- G. Mail to: **9100 Brookville Road, BLDG 508, Silver Spring, MD 20910**
- H.. **FAX/EMAIL/CALL in A FEDEX TRACKING AND/OR INVOICE NUMBER TO ENSURE ALL SHIPMENTS ARE RECEIVED.**

Note: If you would like your shipping boxes returned to your site, please enclose a prefilled FedEx or address slip with FedEx billing information and material to cover hazardous warnings.



DELETION OR SUBSTITUTION OF ANY REQUIRED COMPONENTS MAY RENDER
PACKAGES ILLEGAL FOR SHIPPING INFECTIOUS SUBSTANCES

Shipping Address: 9100 Brookville Road* BLDG. 508 * Silver Spring * MD 20910

Tel: 301-319-3123* Fax: 301-319-3502