

**Kits contain all materials required for sample collection and shipping.**

**Before Packing**

- ☐ Freeze cold pack (minimum freeze time 24 hours).
- ☐ Confirm the specimen tubes in the test kit have not expired (see kit box label for expiration date).
  - Under CLIA regulatory guidelines, we cannot process specimens collected in expired tubes.
- ☐ Patient **NAME, DOB, and DRAW DATE** are labeled clearly on tube(s). Must match test request form.
  - CLIA regulations restrict us from processing samples without patient name and DOB on each specimen collection tube.
- ☐ Test Request form fully completed with all required patient, physician, and billing information.

**Packing**

- ☐ Ensure the specimens are securely sealed in properly labeled tubes.
- ☐ Place the tubes into the absorbent pouches. Ensure that the tubes are lying side-to-side. Place inside biosafety bag.
- ☐ Add completed test forms to outside pocket of biosafety bag.
- ☐ Place the biosafety bag underneath the **FROZEN** cold pack.
- ☐ Place all in the Styrofoam shipping cooler. Secure lid to the cooler.
- ☐ Place Styrofoam cooler box inside the return shipping box.

**Shipping**

*FedEx does not allow for drop off of Category B biological samples at their locations, so you MUST CALL FOR PICKUP.*

- ☐ Place box in FedEx Clinical Pak (shipping bag) with the prepaid shipping label.
- ☐ Arrange a FedEx pick up. FedEx does not allow drop-off for Category B biological samples. **Do not use drop boxes.**
  - FedEx pickup can be scheduled online or by calling 1.800.463.3339; press "81" or say "dangerous goods," then press "4" for the next available dangerous goods agent.
- ☐ Ship overnight **Monday through Thursday.**

**DO NOT SHIP FRIDAY OR PRIOR TO HOLIDAYS**

**International Orders**

Galaxy Diagnostics does not supply specimen collection kits to physicians and patients outside of the United States. However, we are happy to perform testing on samples received from other countries. International test orders come with additional expenses for the patient, including the cost of international priority shipping, specimen collection materials, and packing/shipping supplies. Following IATA shipping regulations, samples should be triple packed and then shipped by **international priority overnight** with a FROZEN icepack using **FedEx or UPS.**

**Please contact us for the required forms if you intend to ship samples to us from outside the United States.**