

Packing Instructions

NOTE 1: only one set of PCR tubes, flasks, and/or slides) are required per specimen type. Extra tubes and flasks are for specimens collection from multiple sites, issues with specimen collection, or receipt of damaged flasks or tubes.

NOTE 2. Please verify the integrity of flasks before use (check for cracks/leaking media)

1. To package specimens:
 - a. PCR specimens:
 - i. Place specimens into tube containing methanol
 - ii. Tightly close tube cap.
 - iii. Cover cap with unused strip of parafilm provided to prevent evaporation and/or leakage.
 - b. Culture Specimens:
 - i. Place specimens into the media flask
 - ii. Place label on the narrow side of the flask.
 - iii. Close flask cap tightly and cover with unused strip of parafilm (provided) to prevent leakage.
 - c. Slides:
 - i. Apply smear on same side as of the slide as the area for label/writing (frosted area).
 - ii. Place slides with smear into the slide case provided
 - iii. Close top of slide case firmly.



2. To ensure specimens are protected:
 - a. Use an absorbent towel or pad to wrap the culture flask(s)
 - b. Secure with a rubber band (for more than one flask, absorbent pad can be placed between the flasks to prevent damage).
 - c. Place wrapped and secured flasks within the sealable biohazard bag provided.



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3. Place all specimens within the second biohazard bag provided and completely seal it. Ensure that samples in liquid media remain upright.



4. Place bubble wrap or air packs around the base and sides of the box.



5. Place biohazard bag into middle of air packs. Please ensure that all materials within the shipment are tightly braced using the air wraps/bubble wrap to reduce potential for damage during transport. Fill any open space with additional air packs/bubble wrap.



6. Include the LDL Test Request Form; additional barcoded/patient info, and LDL Satisfaction Survey within the box.

7. Place the lid on top of the shipper. Please ensure that all seams of the box lid are sealed with shipment tape.



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8. Place the UN3373 and Keep Upright stickers on the outside of the box.



9. Ship by overnight express shipment to the mailing address below:

ATTN: *Leishmania* Diagnostics Laboratory (LDL)
9100 Brookville Road, Building 508,
Silver Spring, MD 20910



10. Email LDL staff with package tracking number (Associate Lab Director or public email)
usarmy.detrick.medcom-wrair.mbx.leishmania-diagnostic@health.mil