

Roy Romanow Provincial Laboratory Sample Tote Packing Guidelines

1. Do not place any labels on the plastic windows on the exterior of the tote
2. Ensure adequate amount of absorbent material
3. Locate first sample in lower left corner of rack and fill sequentially left to right, front to back
4. Paper clip each foam of requisitions in same order as samples
5. Place requisitions in waterproof bags
6. Group samples for the same patient
7. Ensure stoppers are above foam
8. Urines/swabs should be placed in suitable rack. Please note: a limit of six swabs per biohazard bag with requisitions in the pouch, can be laid on top of the foam blocks
9. Use biohazard bags for sputum samples (one sample per bag)
10. Fasten closed zipper with red plastic tamper proof closure tie on the exterior of the tote
11. If tote contains Outbreak/STAT/time sensitive samples, please ensure it is fastened with yellow closure tie on the exterior of the tote
12. Please submit frozen samples separately in foam racks and send in suitable packaging

