

Product Sterility Winter Transport Kit (1 Donor) Instructions

Components

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| 1 - Specimen transport box | 1 - FedEx® Express Clinical Pak, large |
| 1 - Foam interior cooler | 2 - FedEx Express billable stamp |
| 1 - Biohazard leak proof bag | 1 - FedEx Saturday delivery sticker |
| 1 - BacT/ALERT® SA culture bottle | 1 - Specimen collection and shipping instructions |
| 1 - BacT/ALERT® SN culture bottle | 2 - Certificate of Conformance |
| 1 - 6-bay absorbent pouch | 2 - Warm pack |
| 1 - Bubble wrap | |
| 3 - Sealing tape | |



When to Use the Product Sterility Winter Transport Kit

The ViroMed product sterility winter transport kit (1 donor) must be used during the months of December through March.

Collection Instructions

- Check the expiration date to verify that the enclosed bottles are valid for collection.
- Inoculate culture bottles with a minimum of 0.5 mL final product (without cryoprotectant) per bottle using aseptic technique. Inoculate the anaerobic bottle first.
- Label the culture bottles with 2 identifiers, i.e. patient name, ID, control number or DOB, in the space adjacent to the bar code label. Do not place any additional labels on the bottles, as this will conceal the bottle bar code.
- Ensure both identifiers are also on the test request form. NOTE: The 2 identifiers on tubes and test request form must match.
- Ensure collection date and time is documented on the test request form.

Specimen Packing and Transport Instructions

1. Remove foam interior cooler from ViroMed specimen transport box.
2. Place 6-bay absorbent pouch in biohazard leak proof bag as an absorbent. Bottles will not fit into 6 bay absorbent sleeves.
3. Place labeled culture bottles horizontally in biohazard leak proof bag and seal completely.
4. Place test request form in outer pouch of biohazard bag.
5. Wrap 1 sheet of bubble wrap around the biohazard bag and place in foam cooler.
6. Remove the 2 warm packs from the cellophane packaging.
7. Expose warm packs to air (no shaking necessary).
8. With bottles in center of the foam cooler, place a warm pack on each long side of the foam cooler.

9. Place top on foam cooler and seal with 2 strips of sealing tape, and then reinsert foam cooler into specimen transport box.
10. Close specimen transport box and seal with remaining strip of sealing tape.
11. Place box in FedEx Express Clinical Pak.

Shipping Instructions

1. Complete "From" section in upper left-hand corner of FedEx® Express Billable Stamp.
2. Peel off removable label on right-hand side of billable stamp and attach to outside of shipper. Keep left-hand side of billable stamp for your records; it bears the shipment tracking number. E-mail FedEx tracking number to ViroMed_shipment_notifications@labcorp.com.
3. If it is a Friday, attach Saturday delivery sticker to shipper directly above the billable stamp.
4. Call FedEx at 800-463-3339 prior to FedEx deadline for specimen pick-up—generally 2:00 PM in most areas.
5. If bottles are inoculated too late for FedEx pick up that day, store over night at room temperature (do not refrigerate or freeze), and send package via FedEx Express the following day.
6. Never place the shipment in a FedEx drop box.