

UNITED STATES SHIPPING GUIDE



TRANSPORTING SPECIMENS
WITHIN THE UNITED STATES

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STEP ONE

DANGEROUS GOODS TRAINING

OBTAIN DANGEROUS GOODS SHIPPING CERTIFICATION

Per International Air Transport Association (IATA) regulations, a dangerous goods certificate of training is required for any person who causes dangerous goods to be transported by a public carrier.

To obtain [Dangerous Goods Shipping certification](#) through Mayo Clinic Laboratories, you must:

- Complete our online course (renewal is required every two years).
- Take the online self-assessment quiz.
- For audit purposes, retain your training records for a minimum of 36 months.

STEP TWO

SHIPPING SUPPLIES

ORDER COMPLIMENTARY SUPPLIES

To ensure safe specimen transport, Mayo Clinic Laboratories suggests use of our complimentary collection and shipping supplies. Registered users can access our online supply catalog [here](#).

OUR SUPPLY DIFFERENCE

- Mayo Clinic Laboratories aliquot tubes are pressure-tested. We use “screw-top” tubes to protect from leakage.
- Our boxes are certified and pre-labeled to fulfill the requirements of various regulatory agencies.
- Cool packs are shipped with our refrigerate/ambient mailers.

NOTE: Dry ice, preferably pellets, for frozen shipments must be purchased locally.

POPULAR SUPPLIES



T914 Aliquot tube, 5 mL



T068 Urine container



T027 Ambient specimen bags



T229 Refrigerate specimen bags



T121 Frozen specimen bags



T328 Frozen shipping box



T362 Refrigerate/ambient shipping box



T554 Pathology packaging kit

STEP THREE TEST ORDERING

CHECK THE SPECIMEN REQUIREMENTS IN THE TEST CATALOG

Ensure specimens are collected and prepared according to requirements listed in our online test catalog.

TEST ID : **BILI3**

Order This Test

Bilirubin, Serum



OVERVIEW

SPECIMEN

CLINICAL & INTERPRETIVE

PERFORMANCE

FEES & CODES

SETUP & UPDATES

SPECIMEN TYPE ⓘ

Serum

SHIPPING INSTRUCTIONS

Ship specimen in amber vial to protect from light.

NECESSARY INFORMATION

Patient's age and sex are required.

SPECIMEN REQUIRED ⓘ

Supplies: Amber Frosted Tube, 5 mL (T915)

Collection Container/Tube:

Preferred: Serum gel

Acceptable: Red top

Submission Container/Tube: Amber vial

Specimen Volume: 1 mL

Collection Instructions:

1. Serum gel tubes should be centrifuged within 2 hours of collection.
2. Red-top tubes should be centrifuged, and the serum aliquoted into an amber vial within 2 hours of collection.

SPECIMEN MINIMUM VOLUME ⓘ

0.25 mL

REJECT DUE TO ⓘ

Gross hemolysis	Reject
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SPECIMEN STABILITY INFORMATION ⓘ

Specimen Type	Temperature	Time	Special Container
Serum	Refrigerated (preferred)	24 hours	LIGHT PROTECTED
	Frozen	30 days	LIGHT PROTECTED
	Ambient	6 hours	LIGHT PROTECTED

Ensure specimens are collected and prepared according to requirements listed in our online test catalog.

TEST CATALOG

Search test name

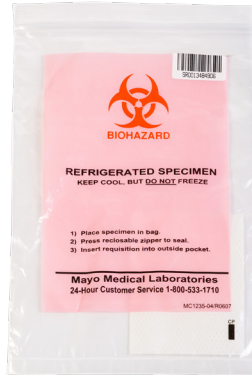
A	B	C	D	E	F	G
H	I	J	K	L	M	N
O	P	Q	R	S	T	U
V	W	X	Y	Z	#	

STEP FOUR PACK YOUR SPECIMEN

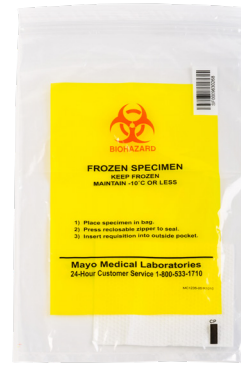
PACK SPECIMENS IN OUR COLOR-CODED BIOHAZARD BAGS



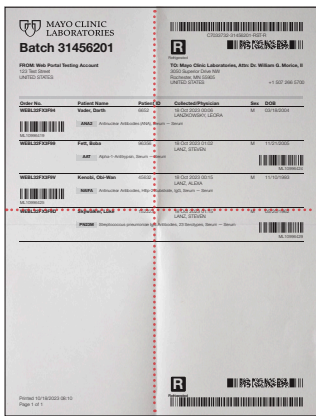
T027 Ambient bag
(Orange/White)



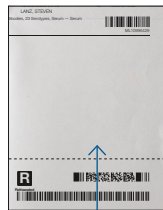
T229 Refrigerate bag
(Pink)



T121 Frozen bag
(Yellow)



Batch Sheet Quad Folded



Insert required paperwork
(quad-folded) into the side pouch
of the biohazard bag.

PACK YOUR SPECIMEN

MAYO COURIER PICKUP

If you have a Mayo-provided* courier service and you have prepared specimens according to the instructions in Specimen Collection and Preparation, your specimens are ready for transport. Place specimens in a dedicated and well-marked area for the courier.

The courier will complete the air waybill, finalize shipping documentation, and attach it to the box.

*FedEx is not a Mayo-provided courier.

This completes the process; Steps 5–7 are not needed.

SHIPPING ON YOUR OWN

Please continue on to Step 5 for further instructions on the proper method to prepare and ship your own box.

*Critical ambient specimens must be packaged by client. See page 10 for instructions.

CONTACT INFORMATION

FOR ADDITIONAL INFORMATION OR ASSISTANCE REGARDING SHIPPING PROCEDURES, CONTACT THE MAYO CLINIC LABS GLOBAL LOGISTICS DEPARTMENT:

507-266-5700 | 800-533-1710 | FAX: 507-284-1790 | MCLGLOBALLOGISTICS@MAYO.EDU

STEP FIVE PACKING YOUR BOX

INCLUDE ITEMS BY TEMPERATURE TYPES IN THE CORRECT ORDER

FROZEN 10LB. EXPRESS BOX



REFRIGERATE 10LB. EXPRESS BOX



FROZEN 20LB.



REFRIGERATE 20LB.



*For refrigerate shipping, cool packs must be frozen for a minimum of 24 hours at a range of -10 to -20 degrees Celsius (-4 to 14 degrees Fahrenheit).

*Frozen cool packs are not acceptable for shipping samples that require a frozen shipping temperature.

PACKING YOUR BOX

INCLUDE ITEMS BY TEMPERATURE TYPES IN THE CORRECT ORDER

FROZEN 10LB.



- Fill the rest of the Styrofoam container with dry ice to the top



- T121 Frozen bags



- T952 Self-adhesive plastic bags



- 2 inches of dry ice in Styrofoam container



REFRIGERATE 10LB.



- 1 Frozen cool packs



- T229 Refrigerate bags



- T952 Self-adhesive plastic bags



- 1 Frozen cool pack



AMBIENT 10LB.



- Room-temperature cool pack



- T027 Ambient bags



- T952 Self-adhesive plastic bags



- Room-temperature cool pack



AMBIENT 5LB.



- Room-temperature cool pack with pink sticker



- T027 Ambient bags



- T952 Self-adhesive plastic bags



PACKING YOUR BOX

INCLUDE ITEMS BY TEMPERATURE TYPES IN THE CORRECT ORDER

STOOL



- Fill the rest of the Styrofoam container with dry ice to the top



- Container with bag



- 2 inches of dry ice in Styrofoam container



CRITICAL AMBIENT



- Room-temperature cool packs with pink stickers



- T027 Ambient bags



- Room-temperature cool packs with pink stickers



CATEGORY A AMBIENT



- Room-temperature cool pack



- Infectious container "pop can"



- Container with bag



- Room-temperature cool pack



- Batch marked as infectious



- Shipper's declaration must be included with Category A shipments

STEP SIX

EXTERNAL BOX MARKINGS

CATEGORY B, NON-INFECTIOUS

Standard use: Do not cover any pre-printed markings. Exception: If not sending as a frozen shipment, cover the Class 9 placard with the “Contains no dry ice” sticker (T684), as seen on page 9.



The UN3373 marking must be on all boxes shipped by air and containing Biological Substance, Category B.

The words "Biological Substance, Category B" must be written legibly on the outside of the box for both air and ground shipments.

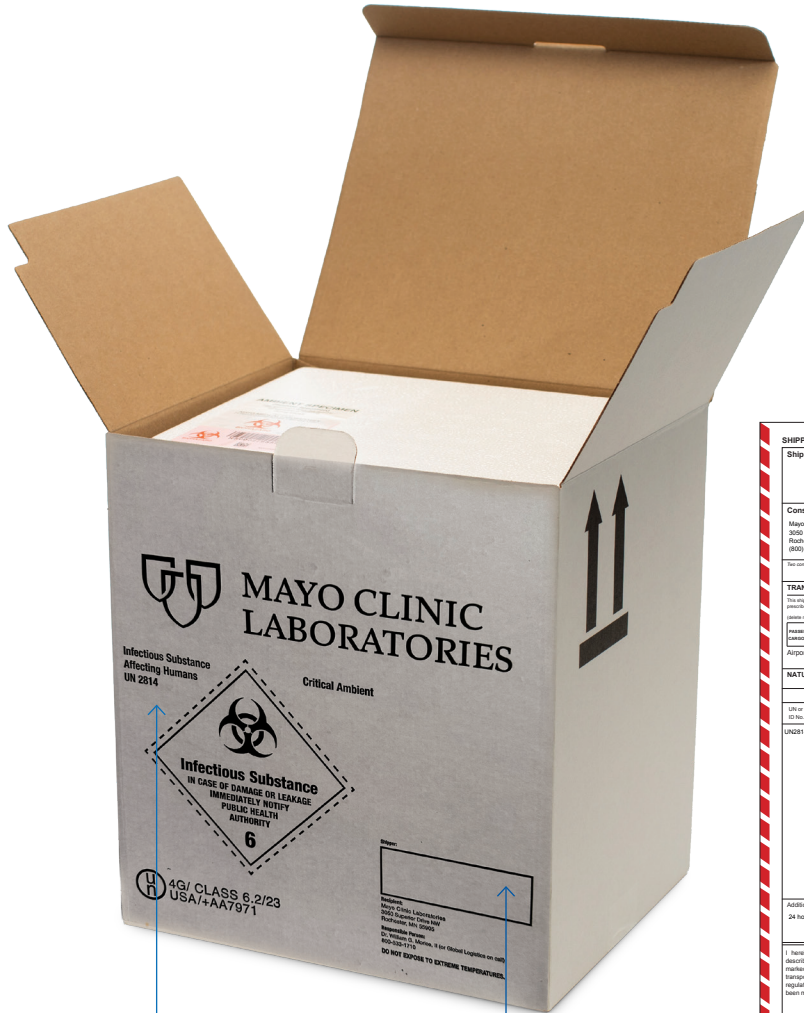
If you are shipping dry ice, the Class 9 label is required. Write the amount of dry ice in kilograms.

Write the complete shipper information.

EXTERNAL BOX MARKINGS

CATEGORY A, INFECTIOUS

Do not cover any pre-printed markings.



SHIPPER'S DECLARATION FOR DANGEROUS GOODS						
Shipper	Air Waybill No. Page 1 of 1 Pages Shipper's Reference No. (optional)					
Consignee Mayo Clinic Laboratories 300 Superior Drive NW Rochester, Minnesota 55905 (800) 533-1719	MAYO CLINIC LABORATORIES					
The consignor and consignee, where applicable, are hereby declaring the contents of this shipment: Dr. William G. Morice II						
WARNING Failure to comply in all respects with the applicable Dangerous Goods Regulations may be in breach of the applicable law, subject to legal penalties.						
TRANSPORT DETAILS						
The material is within the transport packaging for:	Airport of Departure (optional)					
Transportation mode (air/sea/road/rail): XXX						
Airport of Destination (optional): Rochester, Minnesota	Shipment type: (delete non-applicable) [NON-RADIOACTIVE] [X-RAY/ROENTGEN]					
NATURE AND QUANTITY OF DANGEROUS GOODS						
Dangerous Goods Identification						
UN or ID No.	Proper Shipping Name	Class or Division (secondary hazard)	Packing Group	Quantity and Type of Packing	Packing Inst.	Authorisation
UN2814	Infectious substance, affecting humans (suspected category A, infectious substance)	6.2		ONE (1) FIBREBOARD BOX Total Volume _____ mL	420	
Additional handling information 24 hour number (800) 535-0055 In-Tax Account #104138						
I hereby declare that the contents of this consignment are fully and accurately described above by the proper shipping name, and are classified, packaged, marked and labeled, and are in all respects in proper condition for transport according to applicable international and national governmental regulations. I declare that all of the applicable air transport requirements have been met.						Responsible Person: Dr. William G. Morice, II (800) 533-1719 Name of Signatory Date Signature (See warning above)

The UN2814 marking must be on all boxes shipped by air and containing Infectious Substances Affecting Humans, Category A.

Write the complete shipper information.

Shipper's declaration is required with all Category A shipments.

STEP SEVEN

SHIPPING INFO

FILL OUT THE SHIPPING LABEL CORRECTLY

- Include Mayo Clinic Laboratories' complete shipping address (see below).
- Shipping label must be the outermost document in pouch (must be visible at all times).
- If shipping via FedEx, utilize "Priority Overnight" service.
- If shipping via UPS, utilize "Next Day Air" service.
- Do not ship via United States Postal Service (USPS).
- If shipping on a Friday, please make sure the Saturday Delivery box is checked.
- DRY ICE REQUIREMENT (if applicable): On the shipping label and on the outside of your box, label 2.2kg for weight of dry ice. Do not seal the Styrofoam container with tape.
- Use only clear tape to seal box. Overlap the sides by 2 inches to ensure the container is sealed. Regulatory markings on box must be visible at all times.

* Shipping must be approved prior to sending to Mayo Clinic in Florida.

MAYO CLINIC LABORATORIES IN ROCHESTER SHIPPING INFO:

Mayo Clinic Laboratories
Attn: Specimen Operations - Dock
3050 Superior Dr. NW
Rochester, MN 55905
Phone: 800-533-1710

MAYO CLINIC LABORATORIES IN FLORIDA SHIPPING INFO:

Mayo Clinic in Florida
Vincent Stabile Building North
4461 Mellish Drive
Jacksonville, FL 32224
Phone: 904-953-2478