

Specimen Packaging and Courier Services

General

Please follow the guidelines in the Alphabetical Test Listings and Specimen Collection and Handling Manual for proper specimen containers and patient preparation. Proper specimen collection and transport containers are critical to maintaining quality of sample and integrity of the laboratory results.

Specimens may be transported to the laboratory via the pneumatic tube system, courier service, or by specimen drop-off sites located on the Missouri Baptist Medical Center Campus. Please note that if you do not submit specimens to Missouri Baptist Medical Center by one of these methods, the transport of specimens by commercial carriers, including the U.S. Postal Service is subject to various regulations or carrier requirements for documenting the contents of any package and for packaging and labeling.

CAUTION: Needles, Sharps, External Contamination of Specimens

Do not send specimens with needles or sharps attached. Needles, sharps, leaking specimens, or specimens with external contamination create health hazards during transport and may violate the law. Missouri Baptist Medical Center Laboratory reserves the right to refuse improperly submitted specimens. Clients may be contacted to correct problems identified and improve performance.

Packaging

All specimens submitted to the Missouri Baptist Medical Center Laboratory must meet the following conditions:

- Specimen(s) must be collected in appropriate primary transport media or container, meet all laboratory labeling requirements, and be accompanied by orders.
- Specimen(s) must be placed in a biohazardous bag with specimen contained in plastic bag, orders placed in the external pouch. Bag must be securely closed to contain any specimens that may leak or break during transport.
- The only approved U.S. Postal packaging for mailing patient specimens to Missouri Baptist Medical Center Laboratory is for Occult Blood screening tests. Outpatients requiring this screening will be provided mailing kits.

Courier Services

Missouri Baptist Center Laboratory provides commercial courier services to specified locations for the benefit of its clients. All couriers have been trained in the safe, appropriate, and confidential handling of laboratory specimens. Routine courier services are maintained on specified schedules. STAT courier services are available on an as needed basis. Frozen specimens or those requiring refrigeration during shipping must be packed on ice or have cold packs packaged with specimens. Please call Missouri Baptist Medical Center Laboratory Customer Service at 314-996-4522 for specific instructions when temperatures warmer than ambient (room) temperature must be maintained for specimen integrity.

For Courier Service, call Missouri Baptist Center Laboratory Customer Service at 314-996-4522.

Controlled Document

*This document is maintained electronically on the MBMC Policies and Procedures website.
It is the responsibility of the user to verify that any hard copy is of the latest revision by checking the website.*