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## Sample Shipping Instructions for clients of Intermountain Laboratory Services

Begin with an empty shipping box containing an empty cooler. Choose the temperature zone for the samples you will ship to Intermountain and follow the instructions listed below.

### AMBIENT

1. Place a gel pak that has been at room temperature for at least 8 hours at the bottom of the cooler and a few paper towels on top of that
2. Place your patient samples in a 6x9 specimen bag - only one patient per bag, please – and place the bag(s) on top of the paper towels. If you are shipping a urine cup, screw the lid onto the sample until there is thread engagement and then tighten the lid down until it is hand-tight
3. Place additional paper towels on top and, if there is room, add another gel pack to the top before closing the cooler and sealing the shipping container with tape

### REFRIGERATED

1. Place a gel pak that has been in the refrigerator for at least 8 hours at the bottom of the cooler and a few paper towels on top of that
2. Place your patient samples in a 6x9 specimen bag - only one patient per bag, please – and place the bag(s) on top of the paper towels. If you are shipping a urine cup, screw the lid onto the sample until there is thread engagement and then tighten the lid down until it is hand-tight
3. Place additional paper towels on top and, if there is room, add another refrigerated gel pack to the top before closing the cooler and sealing the shipping container with tape

### FROZEN

1. Place about a 2-inch layer of dry ice at the bottom of the cooler and a few paper towels on top of that
2. Place your patient samples in a 6x9 specimen bag - only one patient per bag, please – and place the bag(s) on top of the paper towels. If you are shipping a urine cup, screw the lid onto the sample until there is thread engagement and then tighten the lid down until it is hand-tight
3. Place additional paper towels on top and, if there is room, add more dry ice to the top before closing the cooler and sealing the shipping container with tape
4. Be sure to label the outside of the shipping container with a dry ice label

Seal the top of the box closed with a strip of clear packaging tape.

If you have any questions or concerns regarding these instructions, please contact your Laboratory Account Executive.

Thank you for using Intermountain Laboratory Services. We appreciate your business.