

# Logan Health Laboratory Specimen Packaging and Transport Guide

## Transport Form:

- Write the Legal Patient Name (last, first)
- Include the quantity of each Type of tube/specimen.
- **Note Box:**  
**Routine** – Leave Blank  
**UN-UNSPUN**, needs to be spun  
**STAT** – Emergent or Time Sensitive  
**UNSTAT**-Emergent, Unspun
- **Time Sensitive Specimens:**  
 Will always be #3 or #4, **STAT**.
- **Extra tubes:** Label and mark each tube with **X**. Routine bio-bags
- **Using a permanent marker, number each specimen bag to coincide with the number on the transport form. Insures ease of identification for lab processors**

**Logan Health Medical Center  
Laboratory Transport Form**

Location: Your Practice Location  
 Date: Today's Date

PATIENT NAME	SPECIMEN TYPE	Note <sup>1</sup>	Sender Initial	Courier Initial	Lab Initial	Lab Use Only*
1 Doe, John	SST# 2 LAV# BLU# GRN# PNK# RED# STOOL# URINE# CYT UR# SWAB# UTMA# PAP# PATH# Other#		SS	EN		
2 Cheeks, Rosie	SST# LAV# 1 BLU# GRN# PNK# RED# STOOL# URINE# CYT UR# SWAB# UTMA# PAP# PATH# Other#	UN	BW	EN		
3 Frog, Kermit	SST# LAV# 1 BLU# GRN# PNK# RED# STOOL# URINE# CYT UR# SWAB# UTMA# PAP# PATH# Other#	STAT	HR	EN		
4 White, Snow	SST# 1 LAV# BLU# GRN# PNK# RED# STOOL# URINE# CYT UR# SWAB# UTMA# PAP# PATH# Other#	UN-STAT	RP	EN		

↑ Legal Name      ↑ Specimen Type      ↑ Staff Initial

## Reminders:

- Only 1 patient per specimen bag
- Patient information must be legible and correct for all items.
- All include preparer's initials.
- Do NOT Skip Lines.
- Send extra labels with tubes.
- Requisitions/labels face outward on the exterior pouch of the specimen bag.
- The transport form information must match the patient specimen bag.
- Any missed or overlooked steps will cause patient safety issues and delays in patient test results.

