SAMPLE SHIPMENT
JOHN WELSH CARDIOVASCULAR DIAGNOSTIC LABORATORY

SAMPLE LABELING AND REQUISITION FORM

All samples should be clearly labeled with the patient’s name or ID# and the date of birth. Individual or multiple patient samples shipped at the same time will be rejected if any ambiguity regarding patient or sample identification exists. The requisition form accompanying the sample must be completed sufficiently in order to allow definitive identification of the patient sample and the test(s) requested. The form must be signed by a physician or another person authorized by your institution to order testing and the billing information completed. Failure to fully complete these forms may delay analysis.

SAMPLE HANDLING AND SHIPMENT

All samples should be considered to be potentially infectious and handled using universal precautions. Samples should be packaged in well-constructed containers with secure lids to prevent leakage. Secondary containers should be used whenever possible for fluid samples. Containers should appropriately labeled, indicating the contents of the package, in case of leakage during transport. Improperly packaged or leaking samples will be rejected. Shipments should not be dispatched on Friday to avoid the risk of non-delivery. Please note that there are no deliveries at Baylor College of Medicine on weekends or holidays. All samples should be shipped using an overnight courier. However, paraffin-embedded samples can be sent using the US Postal Service.

- Frozen samples should be shipped on dry ice.
- Refrigerated samples should be shipped on wet ice. For viral PCR analysis, shipment on wet ice may decrease the probability of detecting RNA viruses.
- Formalin-fixed samples should be sent at room temperature in protective containers (e.g. polystyrene boxes or reinforced boxes containing polystyrene chips).
- Paraffin-embedded samples can be sent at room temperature in sterile tubes inside padded envelopes or a box.
- Blood samples for genetic testing should be shipped in protective containers at room temperature
- Blood samples for viral PCR analysis should be shipped on dry ice.

SHIPPING ADDRESS

For Courier Service Deliveries (Airborne Express, Fed Ex, etc):
The John Welsh Cardiovascular Diagnostic Laboratory
Baylor College of Medicine, Feigin Center
1102 Bates Avenue, Suite 480.02
Houston, TX 77030

For US Postal Service Deliveries:
The John Welsh Cardiovascular Diagnostic Laboratory
Baylor College of Medicine, Feigin Center
1102 Bates Avenue, Suite 430.09
Houston, TX 77030