

Tube Labeling Instructions and Postal Shipping Procedures

Tube labeling:

1. Label tubes consecutively: Ex: 1 through 10
 - a. Always put this number above the animal ID, it should be placed closest to the red stopper.
2. Put animal ID on Proper tube: Ex: 1422
 - a. Always put this number below the tube number.

Example:



← **Tube # 1**

← **Animal ID 1422**
2cc or more of whole blood

3. Copy these two numbers onto the “Sample Submission form”
 - a. A list of tube numbers, 1 through 20 is already in a column on the form.

Postal Shipping Procedures

1. Bundle tubes together in groups of 1 – 10 tubes with a rubber band.
2. Using a leak proof Zip lock bag or baggie:
 - a. Write Biohazard on the plastic of the bag with a sharpie pen OR
 - b. Place a biohazard symbol on the baggie downloaded from the website http://www.biotracking.com/sites/default/files/Biohazard_for_download.jpg

DO NOT WRITE BIOHAZARD ON THE OUTSIDE OF THE BOX!!
3. Wrap bundles with absorbent paper towel or newspaper (enough to absorb all fluid if all tubes break)
4. Place bundles into plastic bag.
5. Pack the bags with bubble wrap or absorbent newspaper inside a box (we do NOT suggest using padded envelopes) and seal the box.
6. Address the box:

West Michigan Veterinary Service
Attn: BioPRYN lab
P.O. Box 231
Coopersville, MI 49404

7. If you have packaged using this procedure, write the following on the outside of the box:
“EXEMPT ANIMAL SPECIMEN”

**If you have any questions please call West Michigan Veterinary Service (616) 837-8151 or the local post office. Additional information is at the following website:

<http://pe.usps.com/text/DMM300/601.HTM#wp1065177>