

SUBMISSION GUIDELINES

Routine Blood Samples

1. See “*Lab Testing Summary*” for appropriate tube collection and special instructions.
2. Label **each** specimen with **patient name, doctor, test requested, farm/owner and date**. For cytology and fluid analysis specimens please put **sample type and specimen site** on tube and slide.
3. Routine blood sample(s) not suspected of having a pathogen can be sent as an “**Exempt Animal Specimen**”. If sample(s) are suspected of having a pathogen, the sample should be sent as “**Category B-UN3373**”.

Microbiology Samples

1. See “*Lab Testing Summary*” for appropriate swab, collection container, and special instructions.
2. Label **each** specimen with **patient name, doctor, test requested, farm/owner, date, sample type and specimen site**.
3. Routine cultures in a culturette can be sent as “**Exempt Animal Specimen**”.
4. Culture plates, broths or samples that have growth of organism(s), must be sent as “**Category B-UN3373**”.

PCR Samples

1. See “*Lab Testing Summary*” for appropriate sample type, tube and container for test(s) ordered. Samples for PCR testing should be kept refrigerated and sent on an ice pack.
2. Label each specimen with **patient name, doctor, test requested, farm/owner, date and sample type**.
3. Send sample as a “**Category B-UN3373**”.

Exempt Animal Specimen – Minimal likelihood that the specimen contains a pathogen based on patient’s medical history, symptoms, and endemic local conditions.

Category B, UN3373 Specimen – Known to contain or reasonably expected to contain pathogens classified as Category B. The proper shipping name of UN 3373 is “BIOLOGICAL SUBSTANCE, CATEGORY B”.

Packaging & Shipping

Packaging and shipping of clinical specimens (Exempt or Category B) should be done in accordance with the IATA (International Air Transport Association) regulations. These strict guidelines should be followed to assure everyone’s safety and the integrity of the sample.

Please visit the following websites for proper packaging and shipping of Exempt Animal Specimens and Biological Substance, Category B, UN3373

- <https://www.iata.org/whatwedo/cargo/dgr/Documents/packing-instruction-650-DGR56-en.pdf>
- <https://www.iata.org/whatwedo/cargo/dgr/Documents/infectious-substance-classification-DGR56-en.pdf>
- http://www.fedex.com/us/packaging/guides/Clinical_fxcom.pdf

Prepaid Shipping Labels – Conditions and Restrictions

Prepaid Priority Overnight FedEx shipping labels are available at a discounted price for our clients. To place an order, visit our website, <https://www.hagyard.com/>. Download the form and email hdmlab@hagyard.com, fax (859) 258-9652, or call (859) 259-3685.

Use of Recycled Boxes: We recommend the use of new boxes for your shipments. If you use recycled boxes, all previous labels and markings must be removed. The prepaid shipping label should be all that is visible.

Use of labels: Prepaid shipping labels are to be used solely for shipping non-hazardous materials (samples) to Hagyard Laboratory.

Package Pick-up: Contact your local FedEx courier to schedule a pick-up if needed. Do not call Hagyard Laboratory. 1-800-GO-FEDEX

Delivery to Hagyard Laboratory: Using our prepaid FedEx priority overnight shipping labels will get your specimen delivered to Hagyard Laboratory the following business day. If sending out a specimen on Friday for Saturday delivery, you will be required to use a *Saturday Delivery FedEx Priority Overnight Label*.

Return Address: Your return address is required to be written on the prepaid label. Hagyard Laboratory is not responsible for delays caused by missing or incomplete information.

Weight Limit: There is a 5 lb. package limit for each prepaid shipping label. If the package weighs greater than 5 lbs. an additional fee may apply.

Other Courier Services:

Samples shipped through the mail or other courier services should be addressed to:

Hagyard Laboratory
4250 Ironworks Pike
Lexington, KY 40511