Proper specimen handling requires that specimen integrity be maintained by proper preservative and that the sample identification and patient identification is clearly labeled on the specimen container and test requisition.

1. **Please follow specimen requirements**
   Most specimens are preserved and delivered to the lab in 10% formalin to avoid cellular degeneration. Formalin volume should be 20% greater than the specimen. It is imperative that the bottles are securely closed to avoid leaks and dried out samples.

2. **Forms**
   - **Courier Log for Clients**: This form is for your reference and for your office to keep (for possible discrepancies with sample delivery)
   - **Delivery Form**: Complete the “Delivery Form” with only the patients last name, date and number of containers.

3. **Courier Package**
   Place the patient biohazard specimen bags/patient requisition into a paper bag for courier pick up. Use the U-secure tamper evident tape to seal paper bag. Attach completed “Delivery form” to outside of paper bag.

4. **Courier Pick Up**
   Call Foxy at 1-716-876-3828 to schedule pick up. Have courier initial the Courier Log.