COVID-19 Packaging & Transport Checklist

With specimens secured, ensure you have the following items:

**Inner Packaging:**

- Leakproof primary receptacle containing the specimen (1 per specimen)

- Absorbent/cushioning material surrounding primary receptacle(s)

- Leakproof, 95KPa pressure resistant secondary packaging with biohazard label

- Styrofoam insert to maintain temperature

- Frozen Cold Packs – Samples should be shipped cold, not frozen

- Rigid outer packaging
If Shipping → Outer Container:

- “Ship To” name and address
- “Ship From” name and address
- Name and 24hr phone number of Person Responsible
- Proper Shipping Name: “Biological Substance, Category B”
- Proper UN Number: “UN3373”

Documentation:

- Infectious Disease Requisition (IDR) Form
  - Include Outbreak Management Serial (OMS) # provided by DOH For COVID-19 Testing NYS DOH Outbreak Number: “OMS202015920”
- Place Documentation between secondary and outer packaging