

## SPECIMEN SUBMISSION GUIDELINES

HIV Diagnostics and Reference Laboratory, Diagnostics and Countermeasures Branch  
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### VERIFICATION KIT PACKING INSTRUCTIONS

#### IMPORTANT

- Upon receipt place Cold Packs in refrigerator (4°C).
- Once kit is packed up, call FedEx to schedule pick up.

Pack Date: \_\_\_\_\_

Time Samples Added and Box Sealed:  
\_\_\_\_\_ AM / PM

Initials of Packer: \_\_\_\_\_

1. Place one (1) chilled cold pack in bottom of Styrofoam lined kit.



2. Place one (1) chilled cold pack each against two opposite side walls of the Styrofoam lined kit.



3. Place grey foam containing specimen tubes into kPa Bag with absorbent sheets and seal bag (Remove as much air as possible).



4. Place sealed bag with tubes (with tubes upright) between the 2 chilled side bricks on top of the bottom brick.



5. Replace lid. Ensure the filled in Test Request Form and Packing Instructions are placed on top of the lid. Seal box for shipping.

