(A) Policy Statement

To ensure adherence to federal, state, and local regulations regarding the shipment of infectious or potentially infectious materials.

(B) Purpose of Policy

All send out testing personnel will be formally trained in the packaging and shipping of infectious materials.

(C) Procedure

1. Send out testing personnel attend training sessions and are certified in the packaging and shipment of infectious or potentially infectious materials. The training certificates are kept in the Specimen Processing/Send Out Department.

2. ARUP and Mayo Laboratories are UTMC’s primary reference laboratories. These two laboratories provide couriers that package UTMC specimens and prepare these specimens for shipping.

3. Any other reference laboratory used by UTMC provides instructions for packaging and shipping specimens to such laboratory. These laboratories also provide the shipping and packaging materials necessary to meet all federal, state, and local regulations.

4. If there is a question about shipment of any materials from UTMC Laboratory, staff is to call reference laboratory and ask such laboratory to fax instructions.

5. If infectious or potentially infectious material is to be shipped to a location other than a reference laboratory or health department, staff is to follow the federal, state, and local guidelines as trained.
### Approved by:

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### Review/Revision Date:
- 09/30/05
- 09/18/06
- 09/14/2007
- 6/10/2008
- 5/1/2011
- 3/1/2013
- 2/20/2015
- 2/17/2017

### Next Review Date: 2/17/2019

### Policies Superseded by This Policy: S-07