

General instructions

- Place one courier barcode label on the courier transport bag and the partner label on your courier package barcode log.
 - These log sheets are for your use only, should tracking become necessary, and do not need to be sent to Allina Health Laboratory.
- Complete your courier package count log with the date, ready time, tech ID and the number of packages for each transport temperature.
- ***Scheduled route courier drivers will not accept packages without a barcode label attached.***

Refrigerated and room temperature/ambient specimens

- Package all specimen bags for one transport temperature (Refrigerated or Room Temperature/Ambient) in a separate courier bag
- Place one package barcode label on each courier transport bag and the partner label on your courier package barcode log
- Complete your courier package count log with the date, ready time, tech ID and the number of packages for each transport temperature.

Frozen specimens

- Package all frozen specimens in a frozen biohazard specimen bag.
 - Do not place the individual bags into a courier transport bag as this may result in thawing of the specimen.
- Place a courier barcode label on each specimen bag and the partner label on your courier package barcode.
- Complete your courier package count log with the date, ready time, tech ID and the quantity of packages for each transport temperature.

On Demand/same day courier pick-ups

- Package specimens according to instructions above
- Contact MedSpeed at **(888) 256-9686** by your site's designated call by time, Mon-Fri, to request same day pickup.
 - Requests called in after the designated cut-off time will be billed to your facility
 - On Demand/same day courier service on weekends or holidays should be called directly to your own courier service.

LOCKBOX courier pick-ups

- To ensure specimen integrity, only refrigerated and/or ambient/room temperature specimens can be submitted to Allina Health Laboratory using a lockbox.
 - *Frozen specimens cannot be left in a lockbox, as specimen integrity cannot be maintained.*
- Package all specimens for one transport temperature (refrigerated and ambient/room temperature) in a separate courier transport bag.
- Indicate on each courier transport bag whether it is to be transported at refrigerated or ambient/room temperature.
- Place one package barcode label on each courier transport bag and the partner label on your courier package barcode log

Important courier transport information



- Complete your courier package count log with the date, ready time, tech ID and the quantity of packages for each transport temperature.
 - Place the courier package count log in your lockbox, along with the specimen transport bags, for courier documentation.
- If you have a regularly scheduled pick up that utilizes a lockbox, and you do not have any specimens, call MedSpeed at **(888) 256-9686** to notify them that no stop is needed.