

## Specimen Packing & Submission Checklist

### For biopsy samples:

- Primary (innermost) packages
  - Place the 2 biopsy specimen vials in their provided “Ziploc” bag with absorbent material. Please ensure all caps are tightly closed. Reuse provided absorbent material (or replace with similar material if soiled).
- Secondary package
  - Place the 2 primary packages into the second, larger “Ziploc” (everything should be “double-bagged”).

### For SDS-PAGE samples (if submitting):

- Collection kits will no longer be provided. Please submit whole urine or urine supernatant in a sealed tube without additives. Place the urine in a “Ziploc” bag to contain contents in case of breakage or spillage of the tube.

### For All Submissions:

- Outer package- preferably a cardboard box with an internal Styrofoam cooler
  - Use 3 to 4 cold packs to keep contents well chilled until delivered.
  - Put completed submission form(s) and any additional medical records in a separate “Ziploc” bag on top of ice packs/samples.
  - Seal outer package with packing tape, insuring arrows are pointing upward and “Keep Refrigerated” is visible.
  - Affix address label and “Biological Substance” label next to address label.
- Please contact Dr. Hokamp, Dr. Nabity, or Mary Sanders by telephone or e-mail (see below) to provide sample tracking information.

#### Sample submission address:

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979-845-9180

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