

Dear MedTox clients and collection sites,

Effective May 28th, 2013 MedTox LABORATORIES, Inc. (“MedTox”) began using FedEx as its vendor to ship specimens from your facility to MedTox. We would like to provide you with additional information regarding this change.

1. HOW TO PACKAGE URINE (White FedEx Clinical Pak-no box required)

- a. Collect the urine specimen according to applicable guidelines
- b. Put the sealed urine and chain of custody form in the leak-proof plastic bag provided in the urine collection kit
- c. Put the leak-proof plastic bag in the ***white FedEx Clinical Pak***
- d. Seal the ***white FedEx Clinical Pak*** for shipment to the laboratory
- e. If *white FedEx Clinical Paks* are unavailable you can use *clear FedEx Clinical Paks* (Non UN3373) to send urine (no box is required). Call MedTox at 888-557-2590 immediately to order white FedEx Clinical paks
- f. Put a FedEx Billable Stamp on the FedEx Clinical Pak

2. HOW TO PACKAGE BLOOD (Clear FedEx Clinical Pak with UN3373 & an outer rigid container—OR—Styrofoam cooler inside a Cardboard Box labeled UN3373)

- a. Put the prepared blood tubes in the inner pocket of a biohazard bag with an absorbent pad and place requisition in outside pocket; seal.
- b. Follow all applicable packaging requirements for the specific test you are ordering. (i.e.: ship frozen, refrigerated etc.)
- c. Put the biohazard bag in a white cylinder shipping container or small box
- d. Put the white cylinder or box in a ***FedEx Clinical Pak that has UN3373*** printed on it; seal
- e. Alternatively, put the biohazard bag in a cooler inside a cardboard box labeled UN3373; seal
- f. Put a FedEx Billable Stamp on the FedEx Clinical Pak

3. HOW TO SCHEDULE A DAILY OR REGULAR PICKUP

- a. To set up a daily pickup please contact your designated Customer Service Team at MedTox, or the MedTox Supplies Team at 888-557-2590.

4. HOW TO SCHEDULE A ONE TIME (ON-CALL) PICKUP

- a. Call 1.800.GoFedEx (1.800.463.3339) and say “schedule a pickup”.
- b. When prompted to enter account number, press ‘0’ to speak with a representative.
- c. Request a “FedEx Express pick-up for return shipment using a Billable Stamp or return label”.

Please contact your designated Customer Service Team at MedTox, or the MedTox Supplies Team at 888-557-2590 with any questions or concerns or to order FedEx Supplies.

Sincerely,

MedTox Laboratories, Inc.



May 30, 2013

- The FedEx Clinical Pak is changing from clear to white. During this interim period, whether a customer uses the clear or white Clinical Pak, the sturdy outer packaging is NOT required. This applies to all shippers.
- The Clinical Pak can be used as an overpack for shipping non-infectious clinical specimens such as urine, bodily fluids and solid clinical samples.
- The Clinical Pak does not require the inner contents to be boxed.
- No special processing is required to accept or deliver the FedEx Clinical Pak.
- **FedEx is in the process of revising the packaging instructions and pictures on the back of the Clinical Pak to indicate that the inner contents do not have to be boxed.** During this interim period, whether a customer uses the clear or white Clinical Pak, the sturdy outer packaging is NOT required. This applies to all shippers.
- Customers are responsible for determining what packaging is required before using the FedEx Clinical Pak.
- As always, packages that are leaking or have an odor must not be accepted. If a leaking package is identified after acceptance, it should be reported immediately to a Dangerous Goods Spill Cleanup Specialist for cleanup and handling. Any spill incident also must be reported to Dangerous Goods Administration.
- If customers ask about packaging requirements, tell them to contact their lab or call the FedEx DG Hotline: 800-463-3339.

