

NDSU VETERINARY DIAGNOSTIC LABORATORY

General Shipping Guidelines

All samples submitted to the NDSU-VDL must be clearly labeled and packaged to prevent leaks, breaks, and punctures during transport. See [General Submission Guidelines](#) for more specific information on the collection of samples for various testing procedures.

The links below contain important information by the Department of Transportation (DOT) and Pipeline and Hazardous Materials Safety Administration (PHMSA) regulations on shipping and packaging Category B substances or potentially infectious specimens.

AVMA Overview:

<https://www.avma.org/PracticeManagement/Administration/Pages/Required-Training-for-Packaging-and-Shipping-Lab-Specimens.aspx>

DOT/PHMSA Guidelines:

https://www.phmsa.dot.gov/staticfiles/PHMSA/DownloadableFiles/Files/Transporting_Infectious_Substances_brochure.pdf (Page 31 includes an image of how to properly package a specimen.)

General Overview:

The specimen(s) must be placed in a sealed Primary Container.

- **Examples of Primary Containers:** Tube holding blood; screw-cap jar containing feces; sleeve containing feces; plastic bottle with water sample; sealable sandwich bag with tissue; or any instance where the container/bag is in direct contact with the specimen.
- Please parafilm or tape the seal of primary containers; or place within a small, sealed bag before placing in the secondary container.
- **Glass:** Individually wrap in cushioning material (e.g., paper towels, bubble wrap, etc.) to prevent breaks.
- **Liquids:** Must place absorbent material between the primary and secondary containers to absorb any leaks.
- Do not send needles.
- Samples must be clearly labeled with the Animal ID and Sample ID on the Primary Container. If sending multiple samples, please package in an organized or consecutive manner.

A Secondary Container: encloses the primary container and is also sealable.

- **Examples of Secondary Containers:** A plastic jar surrounding a glass redtop tube; a sealed sandwich bag holding a whirl-pak that contains a tissue; a Styrofoam/insulated insert holding screw-cap jars containing feces.
- If using ice/coolant packs, place within sealable bags in case of melting or a rupture. Do not place ice/coolant packs in direct contact with a cardboard Outer Container. Styrofoam-type inserts are recommended to minimize the chance of leakage when sending ice/coolant packs.

The Outer Container has the shipping and return address labels.

- **Examples of Outer Containers:** rigid cardboard box, plastic cooler, padded envelope
- Please send submissions so they arrive at the NDSU-VDL within 24-48 hours of collection.
- Submission Forms and other paper documents should be submitted in sealed bags between the secondary and outer containers.

Post Office Mail Address:

Veterinary Diagnostic Laboratory
NDSU, Dept 7691
PO Box 6050
Fargo, ND 58108-6050

UPS/Fed Ex Address:

Veterinary Diagnostic Laboratory
NDSU Van Es Hall
1523 Centennial Blvd
Fargo, ND 58102

VETERINARY DIAGNOSTIC LABORATORY

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