

# Recommended sample packaging guidelines

## Materials Needed

- Primary container (vacutainer OR sealed blood tube/ swab/ smears/ syringes/ histo pots/ jars)
- Absorbent material (e.g., cotton wool, absorbent pad)
- Secondary container (leak-proof WDL sample bag)
- WDL Sample submission form
- Ice packs and bubble wrap
- Outer packaging (sturdy box OR courier-approved container)
- Shipping documentation

## Procedure

1. Prepare the Sample
  - Ensure the sample is properly sealed and labeled with patient details.
  - Wipe the outside of the sample to remove any residue.
2. Primary Packaging
  - Wrap each sample in absorbent material to contain potential leaks.
3. Secondary Packaging
  - Place the wrapped sample into a leak-proof secondary container (i.e., Ziplock WDL sample bag).
  - Add the WDL sample submission form into the WDL sample bag sleeve.
  - Ensure the Ziplock is properly sealed.
4. Outer Packaging
  - Place the WDL sample bag into a sturdy outer box.
  - Add ice packs and cushioning material to culture and blood samples (NB. do not place histopathology samples in formalin on ice)
  - Seal the box with strong tape.
5. Labeling & Documentation
  - Include shipping documents in a separate pouch attached to the box.
  - Ensure sender and recipient details are correct and legible.
6. Final Check
  - Verify that all packaging layers are intact and secure.
  - Confirm that documentation matches the sample(s) inside.