

# Sample Transportation and Analysis Request Form Requirements

## Introduction

It is important the transportation of your samples is not the cause for change in the microbiological or chemical integrity. It is essential that sufficient direction is supplied to the laboratory to ensure that the correct analyses are performed. This information must be conveyed by including an Analysis Request Form with all samples submitted for analysis.

## Sample Transportation

Transportation via Sullivan Nicolaides Pathology (SNP) is provided as a free-of-charge service. Samples must be placed in the supplied courier bags or eskies with a request form detailing the sample identifications and the analyses to be performed. All supplied courier bags and eskies are labelled to be returned to Biotech Laboratories. The request form must be placed in a separate pocket of the courier bag or placed in the small courier bag supplied with eskies, ensuring the request form is protected during transportation.

All samples that require refrigeration during transport will need to be in an esky with the frozen supplied ice-brick.

Once packed and ready for transport to our laboratory, the courier bag or esky is then taken to any SNP collection centre. It is essential that the samples are delivered to the collection centre as close as possible to the time of collection and on the same day as collected to ensure we receive them within 24 hours. At the collection centre hand the courier bag or esky to the SNP staff. If the SNP staff are attending to patients, please wait until someone is available to help you. Do not leave the courier bag or esky in the reception area unattended. There is no additional paperwork to be completed at the SNP collection centre.

A list of SNP collection centres can be obtained by contacting the laboratory or can be found using the search engine located at the SNP website at [www.snp.com.au](http://www.snp.com.au) or at this specific website location <http://snp.com.au/locations/collection-centres.aspx> or by downloading the free SNP App (available from the App Store).

Please ensure all samples are delivered 30 minutes prior to the closing time of collection centres to ensure the staff have sufficient time to make the necessary arrangements for delivery to Biotech Laboratories. Samples deposited at collection centres within the final half hour of trade may be left refrigerated, overnight at the collection centre.

## Analysis Request Form

The analysis request form is the only communication between you and our laboratory staff regarding the processing of your samples. Analysis request forms **must** accompany the samples and should not be sent via facsimile or email. The only exception to this would be if you have accidentally forgotten to send the analysis request form with the samples and then an email with the form as an attachment or a telephone call advising us that the form is about to be sent via facsimile is your only option.

If we do not receive a request form we will attempt to contact you; if we are unable to ascertain exactly what testing is required, the samples will not be processed.

When filling out the request form ensure that all the samples detailed are having all the tests selected. Please use multiple request forms where different analyses are being performed on different samples.