



## Instructions for Use of Lock Box

For Lab Transport call **333-7091** (Office hours are Mon – Fri, 7:15 a.m. to 4:30 p.m.)

Lock boxes are available to offices that use Meadville Medical Center Laboratory's Transport services. Our boxes are insulated and labeled with our name and a biohazard label. If these labels come off, please contact us and we will replace the labels. These boxes are to be used in the following manner:

- Hang the box over an outside door that is accessible to our courier after the office is locked. If a door with northern exposure is available, it is preferred since it would not be exposed to direct sunlight.
- The specimen(s) must be placed in appropriate biohazard bags with the lab order.
- Include frozen ice packs if the temperature is over 50 degrees Fahrenheit.
- Most lab specimens should not be frozen. Be aware of the time element in the winter so the specimen does not freeze.
- Keep the box locked after a specimen is placed in it. CHS courier will have a key to access the specimens.
- Be sure the courier is aware that your office has a specimen to be picked up (see procedure below).

## After Hour Procedure for Lab Specimen Pick up

### REQUESTING OFFICE:

1. The office is to place the call to **333-7091** as normal. (If you are connected to the CHS Transport answering machine, do not leave a message. Retry number in a few minutes.)
2. We ask you to wait for a confirmatory call from the courier before leaving the office. Under normal circumstances the return call will be received within 5 minutes. If you do not receive a call within 10-15 minutes please call **333-7091** again. We ask that you do not leave until receiving the confirming call. This process will ensure your specimen(s) will be collected and received by the lab within a timely manner.