

Lockbox Usage Instructions

Ambient, Frozen, and Refrigerated Specimen Lockbox and Transport Instructions

Ambient, refrigerated, and frozen specimens must be separated to help ensure proper specimen transport. If you need additional lockbox storage capacity to segregate the specimen, please notify DLO by calling 1.800.891.2917 and choosing Option 3.

Ambient

An **ambient specimen** sample refers to a specimen or material that is not temperature-controlled and maintains the same temperature as its surrounding environment.

It's important to keep ambient specimens separate from refrigerated and frozen specimen. If the ambient specimen comes into contact with a cold pack, it will be treated as a refrigerated specimen during transportation.

Additionally, if specimen tubes require different temperature states within a single patient sample collection, place each tube in a separate specimen bag and include a copy of the requisition order in each bag.

Refrigerated

A **refrigerated specimen** sample is a specimen that is kept at a temperature between 2°-8°C (36°-46°F).

Remember the following instructions for placing a refrigerated specimens inside the lockbox:

Use a frozen cold pack and place the refrigerated specimens directly on the cold pack.

You can either place a rubber band around the specimen and the frozen cold pack, ensuring they are secured together, or place the specimen in a separate bag with the frozen cold pack included in the bag.

Note: Never place refrigerated specimens inside of the frozen pouch marked for frozen specimens.

Frozen

A frozen specimen sample is a specimen that is frozen to preserve their contents and integrity.

The frozen specimens should be placed inside a specifically marked frozen pouch bag (referenced above) to keep them frozen while in the lockbox. Ensure the specimen is wholly frozen before putting it in the pouch. Anything placed inside of the frozen pouch bag will be transported as frozen specimen.

Note: After transportation, remember to remove the frozen pouch from the lockbox to refreeze the gel packs before the next use.



Image: Frozen pouch bag