

SPECIMEN TRANSPORT GUIDE

COLLECTION GUIDELINES

TEST NAME	TEST CODE	WEIGHT/ VOLUME		TEST SCHEDULE		TURNAROUND APPROX. (days)
		REQUIRED	MINIMUM	DAY	TIME	
Disaccharidases Panel	DSAC	5 mg	**	Daily	8:00 AM	2-3 days
	LAC					
	SUC					
	GLU					
	PAL					
Pancreatic Enzymes Panel	PENZ	1 ml	0.5 ml	Daily	8:00 AM	2-3 days
	LIP					
	AMY					
	TRYP					
Stool Alpha-1 Antitrypsin	A1ANTS	5 gm		Daily	8:00 AM	2-3 days

** Biopsies less than 5 mg will be homogenized in a volume sufficient to complete testing.

SPECIMEN COLLECTION/SUBMISSION/DOCUMENTATION/REQUISITION FORM

- 1 Specimens must be received by the Pediatric Gastroenterology and Nutrition Laboratory frozen on dry ice.
- 2 Small Bowel Biopsies are to be placed on the side of a small tube containing no additives such as gauze, saline or oct compound.
- 3 Proper labeling of specimen tube:
 - ▶ Patient's First and Last Name (correctly spelled)
 - ▶ Medical Record # (Unique Identifier)
 - ▶ Date and Time Drawn
 - ▶ Specimen Type or Source
- 4 Identical information must be provided between the specimen collection tube(s) and the submitted requisition form.
- 5 The lab does not bill third parties; therefore, please be sure to provide complete institutional billing information.
- 6 Each specimen must be provided with a COMPLETE Pediatric Gastroenterology and Nutrition Laboratory requisition form.

IMPORTANT! Requisition is complete when criteria below are met:

SPECIMEN RELATED	INSTITUTION CONTACT
▶ Patient Name (First and Last)	▶ Name of Ordering Physician
▶ Medical Record # (Unique Identifier)	▶ Direct Contact Name and
▶ Date of Birth	Phone # for Financial Inquiry
▶ Date and Time Drawn	▶ Billing Address
▶ Specimen Type or Source	▶ Fax # to Send Final Reports
▶ Select Test(s) Requested	

SHIPPING AND HANDLING

- 1 Specimens are to be shipped frozen on dry ice Sunday through Thursday for first priority overnight earliest delivery by 8AM.
*Highly Recommend Federal Express: **FIRST PRIORITY OVERNIGHT.***
*Highly Recommend UPS: **NEXT DAY AIR EARLY A.M.***
- 2 Call the Pediatric Gastroenterology and Nutrition Laboratory at 414-456-4166 with tracking # and name of delivery service.
- 3 DOT and IATA requirements for shipping diagnostic specimens:
 - ▶ Place specimen in a leakproof primary receptacle.
 - ▶ Place primary receptacle in leakproof secondary vessel.
 - ▶ Place absorbent material between the primary and secondary packaging.
 - ▶ Primary receptacle or the secondary packaging must meet the required pressure differential of 95 kPa without leaking.
 - ▶ An itemized list of contents must be enclosed between the secondary packaging and the outer packaging.
 - ▶ Package and Air Waybill must show the text: "Diagnostic Specimen" and labeled with the UN3373 designation.
Recommend the suppliers JIT Certified Inc. or Safe-T-Pak for shipping containers.
- 4 Specimens must maintain frozen temperature with dry ice during transport.
Recommend the use of insulated shipping containers.
- 5 All delivery carriers (local and non local), deliver to the Medical College of Wisconsin LOADING DOCK.
 LOADING DOCK entrance is located off of Watertown Plank Road between 87th & 92nd streets.
Medical College of Wisconsin LOADING DOCK hours are 8AM to 3PM (Monday thru Friday); closed on weekends.

SPECIMEN DELIVERY ADDRESS

Medical College of Wisconsin Pediatric Gastroenterology and Nutrition Laboratory Attn: Emerald Lee Department of Pediatrics CRI Room C-3383 TBRC-CRI 3rd Floor 8701 Watertown Plank Road Milwaukee, WI 53226
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