

## CONTENTS CHECKLIST

IATA 650 compliant packaging:

- Cardboard box with DX Tracked Specimen label attached
- Blue top secondary container
- 50ml absorbent sheet
- Bubble wrap pouch
- Security Seal

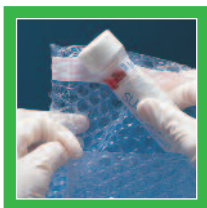
## SPECIMEN PACKAGING PREPARATION

**As stated in our Rules of Membership, liability remains with the sender to comply with the Regulations specified therein, as well as instructions supplied on the packaging and in the User Guide.**

NEVER PUT DRY ICE ANYWHERE WITHIN THIS PACKAGING



- 1. Primary Receptacle: Place the Category B specimen(s) in a leak proof vial(s)** or similar leak-proof primary receptacle(s) - this must be either glass or plastic. Screw cap primary receptacles must be reinforced with adhesive tape. The maximum volume within a primary receptacle must not exceed 1 litre liquid or 1kg solid.
  - **The combined volume of the primary receptacle(s) must not exceed 4 litres of liquid, or 4kg of solids.**



- 2. Protection: Place the primary receptacle(s) in the bubble wrap pouch.** If more than one primary receptacle is to be placed into the secondary container, each should be individually wrapped. The absorbent material must be sufficient to absorb the entire contents of all primary receptacles.
  - **The absorbent sheet must be placed between the bubble wrap pouch and the primary receptacle(s).** The absorbent sheet supplied is only sufficient for 50ml of liquid; additional absorbent must be used for higher volumes.



- 3. Seal the bubble wrap pouch and place it into the secondary container.**



- 4. Screw the lid on tightly.**

- 5. Place the secondary container into the cardboard box.**

- **An emergency contact information sheet** must be placed between the secondary container and cardboard box. The sheet must include:

- An itemised list of contents
- The type of pathogen present in the sample
- Your sender's and full recipient details. These should include hospital/lab/site name, DX number and Exchange
- An emergency 24 hour contact name and telephone number



- Tuck in the lid and affix the **Security Seal** where indicated. Please do not use any other tape to seal the box.



## SENDING DX TRACKED SPECIMENS TO GB

If you need to send a specimen to DX Members in England, Scotland or Wales, then you will need to affix a GB Shipment Sticker underneath the DX Tracked Specimen label on the box. If you have not purchased a pack of GB stickers, please call us on **01 879 1700**.

### ADDRESSING

#### 6. Do not write on the box.

- **Write your sender's details** on the DX Tracked Specimen label attached to the box, in the area indicated. This should include your hospital/lab/site name, DX number and Exchange.
- In case of accident, **write complete emergency contact details** on the DX Tracked Specimen label, in the area indicated. This must include 24 hour contact name and telephone number, including std code.
- **Complete the recipient's details**, including full DX address.

Sender's DX details  
Name: ABC Hospital

DX No: DX 6001234 Exchange: Dublin 1 IE

Name & Tel. No. of person responsible for shipment: P.O'Conner (01) 123 4567

**Tracked Specimen**

0060 47  
503 000 221 556

**SENDER: PLEASE DO NOT OBSCURE OR REMOVE**

Receiver's Name: Microbiology Lab  
Hospital / Lab / Site Name: St Johns Hospital

DX Number: DX 1001234  
Exchange: CORK 2 IE

For further information on our Tracked Specimen service please call 01753 631 669

503 000 221 556 503 000 221 556

Label/Valid Unit: 201/2/02 DX 2599F 07/00

The image shows a DX Tracked Specimen label with a barcode and a security seal. An arrow points from the 'Receiver's Name' field on the label to the 'secure' sticker on the box.

To check the DX address of your recipient, please use the DX Directory Online at [www.thedx.ie/dxdirectory](http://www.thedx.ie/dxdirectory)

DX Directory

File Tools Help

Search Method: Contains

Company Name: [ ] Contains

Exchange: [ ] Contains

DX Number: [ ] Contains

Postcode: [ ] Contains

Post Town: [ ] Contains

Profession: [Any] Contains

Search Clear Close

The screenshot shows a web-based search interface for DX Directory. It has several input fields for Company Name, Exchange, DX Number, Postcode, Post Town, and Profession. Each field has a 'Contains' search method dropdown. There are 'Search', 'Clear', and 'Close' buttons at the bottom.

### 7. COMPLETING YOUR LOGBOOK

- Affix the peel-off miniature sticker (containing the individual 12-digit tracking number) from the bottom of the DX Tracked Specimen label to the first column in your log book.
- Complete the despatch details as indicated. This is your record of the specimen you have sent.

### POSTING

- Your DX Tracked Specimens must be posted into a **GREEN** plastic sack and left in your Specimen Exchange for collection. Each sack must be sealed with a security seal. If you do not have any green sacks or seals, contact Customer Service on **01 879 1700**.

### TRACKING

- Our courier will sign on delivery of your DX Tracked Specimens to the recipient's Exchange.
- Confirmation that the item is out for delivery will be provided before 13h00 on the day of delivery by e-mail. You can also confirm delivery via our WebTrack facility at: [www.thedx.ie](http://www.thedx.ie) If you wish to make an enquiry on a DX Tracked Specimen, simply call Customer Support on **01 879 1700**, quoting your 12-digit tracking number.

### RECEIVING DX TRACKED SPECIMENS

- **PACKAGING MUST NOT BE RE-USED BY THE RECEIVER, BUT RETURNED TO DX FOR RECYCLING IN THE RED SACKS PROVIDED.**
- On receiving a DX Tracked Specimen, break the Security Seal and open the cardboard box. Completely empty the blue top secondary container.
- Place the secondary container, lid, and flattened cardboard box into the **red** sack (**If the secondary container shows signs of damage or contamination, please dispose of it safely**). Seal sack with a security seal.
- Our courier will collect the sack free-of-charge and return the packaging to our recycling and refurbishment centre.

### TO ORDER FURTHER SUPPLIES

Simply complete a Re-Order Form (enclosed within each box of packaging) and fax it back to us on **01 842 1056**. Please allow 10 working days for your order to be supplied.

For further assistance, please call Customer Support on **01 879 1700**

# Returning Used DX Tracked Specimen Packaging

1

**Only** the **empty outer box**, **plastic container** and **blue lid** should be returned for recycling.



Please remove the lid and ensure the container is empty **(if there is any sign of spillage please dispose of the unit safely)**.

Please flatten the cardboard box.

2

Place boxes, containers and lids separately into a **Red sack**.



3

**Seal sack with a security seal** and leave at your DX Exchange.



### Important note:

- 1 **Only DX Tracked Specimen Service packaging can be recycled.** Other packaging materials (vials, bubble wrap, absorbent sheets etc) and packaging produced by other suppliers must be disposed of safely at your own premises.
- 2 Please always ensure that boxes are flattened and lids removed to ensure live samples cannot be sent to recycling centre in error.

when precious goods just have to be there