# Dispatch of Pathology Specimens Policy

All pathology specimens sent by post or carrier are properly packaged and labelled with identification of the contents to ensure that the specimen is protected and that there is no risk of infection to those handling the package during transit and on receipt.

Packaging used to transfer samples conforms to the UN3373 and packaging instruction 650 requirements.

Containment of specimens is triple-layered, i.e.:

* Leakproof container wrapped in sufficient absorbent material to absorb the entire contents;
* Leakproof secondary packaging;
* Rigid outer packaging.

Paperwork/documentation to accompany the specimen is placed between the secondary and outer packaging and includes:

* Sender’s details;
* Delivery details;
* Emergency contact details;
* Description of the contents.

The outer packaging is labelled ‘Biological Substance Category B’ and carries the UN3373 diamond-shaped symbol.

Policy last updated: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of next review: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*[Name and/or designation of responsible person]* Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The following staff have read and understood this policy *[include all team members]*.

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| **Dental Team Member**  | **Position** | **Signature** | **Date** |
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