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**Effective Date:**  
**“Supersedes” Notification:**  
**Key Function of Origin: TRCL**  
**Procedure Approval Authority:**

## **Puerto Rico Clinical and Translational Research Consortium**

**Procedure Title: Shipments of Samples to Reference Laboratories**

**Issuing Date:**

### **I. Overview/Procedure Description:**

The Laboratory assures the confidentiality of the samples and any related information that are sent to reference laboratories, complying with all the laws and regulations, state and federal, related to the confidentiality through the phases: pre-analytic, analytic and post-analytic of the processing of the samples.

### **II. Area(s) of Responsibility:**

PRCTRC Personnel.

### **III. Procedure Details:**

The samples must be identified by the nursing staff and/or study coordinator with the ID that has been assigned in the protocol. The samples are received and noted in the laboratory logbook, and will be processed following the instructions of the protocol (centrifuging, separation of serum or plasma, storage at room temperature, frozen, etc.). All the samples will be placed in bags identified with the symbol of "Biohazard". Samples that will be sent out of Puerto Rico will be packed in a cardboard box lettered with all the necessary information (symbol of "Biohazard", names, addresses and phone numbers, packing instructions, etc.) in compliance with federal regulations. Airbills will be kept in the laboratory as evidence of the shipping.

### **IV. References:**

[www.iata.org](http://www.iata.org)

### **V. Help Page:**

[www.saftpak.com](http://www.saftpak.com)