



**Abbott**

## **COLLECTING A SPECIMEN CHECKLIST NON-CLINICAL**

To ensure that your specimens are processed in a timely manner, we developed the following checklist for you and your staff. Please post in your testing area.

### **DID YOU REMEMBER TO**



1. Write legibly using a blue or black ink pen?
2. Provide the donor's full name and/or unique donor ID?
3. Choose at least one test code?
  - Verify code selected is appropriate for the specimen type (urine specimen with urine test code/oral specimen with oral test code)
  - Only 1 panel is chosen
  - If test code is manually added under "Other", verify that test code was entered
    - not "10 panel" and not "ETG"
  - Clearly marked
    - not between check boxes
  - Test code is not restricted
4. Tightly seal the collection device/container?
5. Remove and place the security seal over the top of the collection device/container (ensuring that the account number is on the seal)?
6. Remove and place the Specimen ID label around the device (if applicable)?
7. Include the collector's name and the collection date?
8. Include the paper test requisition in the shipment?
9. Include 5 or more specimens in your FedEx Pak to avoid extra fee?

**IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT CUSTOMER SERVICE AT  
(800) 255-2159, OPTION 4 OR [SALESDESK@REDWOODTOXICOLOGY.COM](mailto:SALESDESK@REDWOODTOXICOLOGY.COM)**