

Specimen Submission Guidelines:

The accuracy and clinical usefulness of all laboratory analyses are limited by the quality and appropriateness of the specimen. The techniques used for the collection and submission of the specimens can influence the outcome of testing results.

Specimens are submitted using collection units supplied by the Saginaw County Department of Public Health, Laboratory Services. Order units by calling the laboratory at 989 758-3825.

Please ship specimens to the following address:

Saginaw County Department of Public Health
1600 N Michigan Ave, Room 102
Saginaw, MI 48602

Printable UN 3373 shipping labels:

Biological Substance, Category B Shipping Label - [DCH-0800](#) - updated 11/18/2010

Remember all packages containing clinical specimens and/or etiologic agents must conform to current regulations for the transporting of specimens of this type. These regulations are subject to change! Clients are strongly encouraged to contact their carrier representative for the most current regulations.

[Federal Postal Regulations](#)
[United Parcel Service](#)
[Federal Express](#)

The shipper is responsible for being sure that their package is in compliance with current regulations!

Specimen Rejection Policy:

All specimens are subject to rejection if they:

- Are of insufficient quantity or quality.
- Are received with either specimen container unlabeled or incomplete test request form or the specimen label not matching the test request form.
- Are submitted in an inappropriate manner, i.e., are not shipped according to either [Federal Postal Regulations](#) and/or [United Parcel Service/ Federal Express](#) or other applicable, appropriate standards.
- Are leaking and can easily be replaced by recollection. In the event that a specimen is received leaking, every attempt will be made to salvage leaking or improperly submitted samples of cerebrospinal fluid, biopsy tissues, aspirates and other specimens attained through surgical means providing that the safety of the laboratory worker is not compromised.
- Are in expired transport media.

In addition, specimens for culture will be rejected if they:

- Are not received within a time frame optimal for the organisms for which isolation is being attempted.

Important information to be aware of:

- If the submitter of any specimen has not completed the test requisition, the form will be returned. The testing will not be reported until the completed test requisition is received. If delay in testing will compromise the test results, the submitter will be contacted by telephone or fax to clarify the test requisition.
- Submitters of unsalvageable specimens will be notified of the loss of the specimen and a replacement specimen will be requested.

Reporting Results:

The SCDPH Laboratory makes every effort to process and test specimens submitted as quickly as possible. Specimen acceptance and turnaround time is an important indicator of our Quality Assurance program.

SCDPH Laboratory in partnership with Michigan Department of Community Health Bureau of Laboratories has implemented a data reporting system which allows agencies to receive Laboratory reports via an Automatic Fax Transmission. FAX REPORTING will improve turnaround time by avoiding the mail carrier service. If you are interested in converting your agency to an Automatic Fax Transmission agency, please contact the Laboratory at 989 758-3825.

Fax Agency Instructions and Statement of Understanding