

## Urine Collection Protocol:

**Universal (Standard) Precautions should be adhered to as defined in the OSHA Blood-borne Pathogens Standard (29 CFR 1910.1030).**

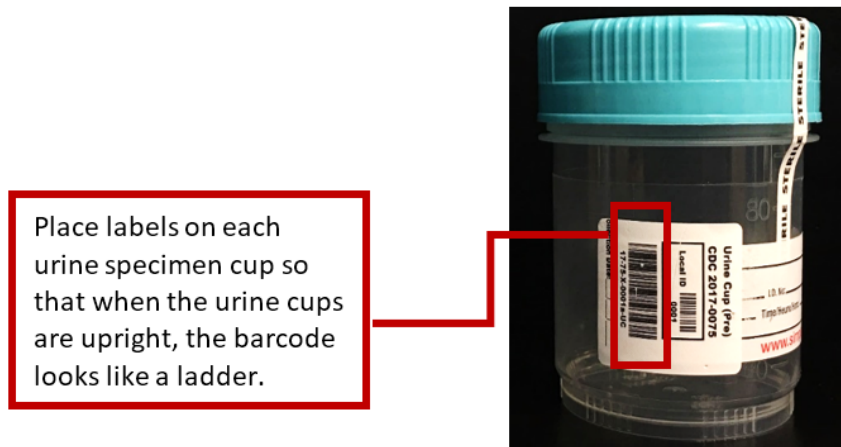
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### Supplies needed for Urine Collection:

- 120 mL sterile specimen collection cup to collect urine specimen
- Disposable gloves
- Urine specimen storage Boxes for transportation

### Pre-Urine Collection:

- Place patient ID labels on specimen collection cup so that when the urine cups are upright, the barcode looks like a ladder.



### Urine Collection:

Instruct each patient to do the following for urine collection:

1. Hands should be washed with soap and water
2. Do not remove the cap from the urine cup until ready to collect
3. Refrain from touching the inside of cup or cap at any time
4. Collect 40-60 mL of urine in the cup
5. Recap the urine cup

### Please note:

In order to maintain sample integrity the specimen must be collected in as sterile and dust-free environment as possible. After collection immediately secure the cap on the cup and transfer the sample to at least -20° C cold storage freezer.

# Shipping Instructions:

## Materials for urine samples Shipment to CDC:

- Styrofoam shipping containers with outer cardboard liner (insulated shippers)
- DOT compliant labels (UN3373, UN 1875)
- Gridded specimen storage boxes with urine samples placed neatly inside
- Zipper bags or Biohazard plastic bags large enough for individual specimen storage boxes to be placed inside
- Small absorbents
- Rubber Bands (2 bands per specimen box)
- Dry Ice (fill shipper as full as possible, do not exceed 50 pounds)
- Completed FedEx Airbill

### 1) Shipping Labels

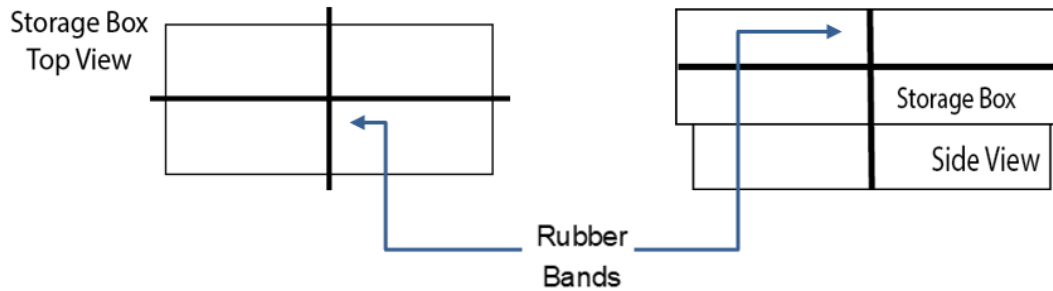
Do not cover any of the Up-Arrows already printed on the shippers. This could result in the shipment being rejected. Do not cover the labels.



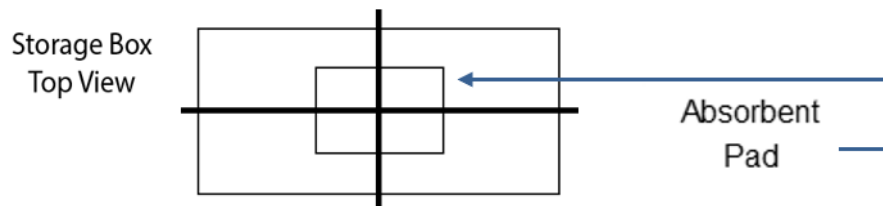
**Figure 1: Shipping Labels;** a. Keep Frozen Label (for shipments with dry ice); b. UN3373 Biological Substance Cat. B; c. Dry Ice Label (Record weight in kilograms of just dry ice & sender/receiver addresses filled out); e. OVERPACK Label (refers to the Styrofoam box inside of another box), f. Up-Arrow label

## 2) Steps to prepare shipment

1. Wrap 1 rubber band horizontally along the Specimen box and 1 rubber band vertically  
i. This will create a (+) design on top and ensures the box stays closed during shipping



2. Place an absorbent underneath the overlapping rubber bands on top of the specimen boxes



3. Place specimen filled storage boxes inside biohazard bag and seal bag securely shut



4. Place bagged specimen boxes inside Styrofoam shipper neatly so that the samples will likely remain in an upright position as they travel. Add dry ice to keep the samples frozen during transportation.



5. Be sure to include a paper manifest documenting the samples being sent.

6. Package is to be sent Priority Overnight; Ship only Monday-Wednesday, NOT over the Weekend or Federal Holiday.
7. Send an email to Sample Logistics ( [ncehsamplelogistics@cdc.gov](mailto:ncehsamplelogistics@cdc.gov) / [wvg4@cdc.gov](mailto:wvg4@cdc.gov) ) and the CDC coordinating staff member to inform them of the package's expected arrival date and **attach an electronic copy of the manifest.**
8. The electronic manifest should include the following information: Specimen ID, any local ID (additional ID in the vial, if applicable), sample matrix, Box#, Position within the box, sample volume, collection date-if available, analytes to be measured (if available), any other pertinent comment.

Specimen ID	Local ID (if any)	Matrix (urine, whole blood, serum, plasma, CSF, etc.)	Box #	Position in Box	Volume (mL)	Collection Date

Analytes to be measured	Any pertinent comments (hemolyzed sample, clotted sample, etc.)
<b>Choose an item.</b>	

**Shipping Address:**

CDC Warehouse  
 3719 N Peachtree Road  
 Chamblee, GA 30341

**ATTN: Sample Logistics – Sina De Leon**

Chamblee Building 109, Room 1312B

Phone: 770-488-7227, Fax: 770-488-4301

Email: [ncehsamplelogistics@cdc.gov](mailto:ncehsamplelogistics@cdc.gov) / [wvg4@cdc.gov](mailto:wvg4@cdc.gov)