



HM-B19, 3330 Hospital Drive NW  
Calgary, Alberta Canada T2N 4N1  
T: (403) 220.5511  
F: (403) 270.2964  
E: acft.lab@ucalgary.ca

## APPENDIX VII

### TRANSPORT ODP SAMPLES TO ACFT

This document provides instructions on how to transport specimens collected from patients in the AHS Opioid Dependency Program (ODP) to ACFT for testing. These specimens are not known or suspected to contain infectious substances to cause disease in humans. These exempt human specimens should be packaged as follows to prevent leakage and transport them to ACFT.

- Verify that the lid of the specimen cup is securely closed and does not leak when the cup is turned upside down.
- Put the sealed cup within the biohazard bag containing an absorbent pad, and securely seal the biohazard bag.
- Enclose the sealed biohazard bag within a padded gold envelope and ensure the envelope is sealed shut.
- Position the sealed envelope either within the Purolator Express Pack or inside the sturdy hard case (available in orange or black)
- Securely seal the Express Pack or lock the hard case using the provided lock from ACFT.
- Samples do not need to be transported in ice packs.

**REMINDER:** For the formerly DL Medical Labs, do not ship samples to the DL Diagnostics Base Laboratory (located in downtown of Edmonton). Directly transport the samples to ACFT.

#### 1. Transporting via Hospital Community Courier

Hospital community courier is utilized by most Alberta Provincial Laboratories (APL). If APL are unable to utilize this route, refer to section 2 below.

Put all the bubble envelope packages (pre-labelled with McCaig Tower address, as below) and the Sample Packing List (from Epic, if applicable) in the FMC (Foothills Medical Centre) transport bucket.

McCaig Tower – 7<sup>th</sup> Floor  
Main Accession Desk  
3134 Hospital Drive NW  
Calgary, Alberta T2N 5A1

AHS staff at McCaig Tower:  
Call ACFT RECEPTION at 403.220.5511 to pick up.

Samples can still be shipped on Fridays, statutory holidays, and Christmas holiday. The lab staff at McCaig Tower will call ACFT to pick up the sample packages as indicated on the labels.

## 2. Transporting via Purolator Courier

Purolator courier service is utilized by collection sites such as: pharmacies, commercial laboratories, ODP Clinics, and some Alberta Precision Labs. If collection site requires this courier and has not been set up, email request to ACFT for the preprinted Purolator Bill of Lading.

Put all the bubble envelope packages inside the Purolator Express Pack or inside the hard case (orange or black color). Lock the case with the provided lock.

On the preprinted Purolator Bill of Lading, verify the following sections:

Section 2: Address of collection site (sender)  
 Section 4: Address of ACFT (receiver)

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Weigh the package or case. Enter the weight (lbs.) to the next whole number. If a scale is not available, use the table below as an estimate for the weight of the shipment.

Examples of Shipments	Weight (lbs.)
1-3 Urine Sample in Purolator Express Pack	Enter 1
4-6 Urine Samples in Purolator Express Pack	Enter 2
1-5 Urine Samples in 1 Orange Case	Enter 4
6-10 Urine Samples in 1 Orange Case	Enter 6

Complete the following sections on the preprinted Purolator Bill of Lading:

Section 3: Date of shipment  
 Section 5: Number of samples in the shipment  
 Section 7: Signature of sender  
 Section 12: Number of pieces if using more than one Express Pack, and **Total Weight of all pieces** for the shipment

The Purolator Bill of Lading has three copies:

- Remove the large label on the left of the last copy. Align and attach the label to the Purolator Express Pack. This large label must be placed with the first or only package. Up to four packages may be sent on this Bill of Lading by affixing the second, third, or fourth, consecutively numbered package labels beside or near the address labels. (Additional labels are on the last copy of the Bill of Lading).
- Detach the sender copy (green – middle copy) and retain as record of the shipment.
- Place all remaining copies on the package.

Call Purolator Courier at 1.888.744.7123 (1.888.SHIP.123) for pick-up. Advise them with sender address and office hours or drop off the package at a Purolator drop-off site if available.

Samples can still be shipped on Fridays, statutory holidays, but not during Christmas holiday. For Christmas holiday, store samples in refrigerator and ship them in the new year. Contact ACFT for a business schedule if required.

For questions regarding the urine collection please contact ACFT. For questions regarding Epic please contact the AHS Epic Team.