

# Specimen Packing

## Preparation

1. Complete Chain of Custody documentation as required.
2. Make suspense copies of DD Forms 2624 and Certificates of Correction for your files.
3. Enclose the original DD Form 2624 and original Certificates of Correction in a plain, white, unsealed business envelope.

## Materials for Packaging



Absorbent Pads



Mailing Tape



White Business Envelope



Marker (Black), or Ink Pen (Blue or Black)

## Notes

Allow an official postal clerk to perform a visual inspection, if required (deployed areas only).

Only sealed packages should be released to the mail handler for mailing.

**Do not** use 100 mile an hour tape (duct tape) or Scotch tape.

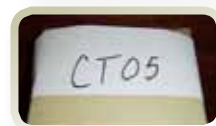
**Do not** include Testing Registers.

**Do not** seal flap of the business envelope containing the DD Form 2624.

**Do not** write your initials or take other shortcuts when signing the outside of the sealed collection box.

## Packing Steps

1. Place one absorbent pad in the collection box on top of the specimen bottles.
2. Seal all open sides, edges and flaps of the collection box with mailing tape.
3. Sign your payroll signature from corner to corner across the tape on the **top and bottom** of the collection box.
4. Write your Base Area Code in large letters on the outside of the white business envelope.
5. Secure the business envelope to the outside of the collection box with mailing tape. Continue immediately with specimen shipment.



## Key Points To Remember:

1. Complete chain of custody documentation by filling out the DD Form 2624 to indicate specimen removal from storage.
2. Do not use Scotch tape or duct tape when sealing the collection box.
3. Consult the UPL Handbook if you don't remember all of the packing steps.



Commander Baker says:

***Do not allow the postal clerk to touch the collection box or specimens during an inspection.***