

# Guidelines for Sending Samples to the Colorado Department of Public Health and Environment Laboratory via the State Laboratory Courier System

- The state Laboratory Courier System, operated by Kangaroo Express, is offered as a free service to Colorado clinical and public health agencies.
- Go to [www.colorado.gov/pacific/cdphe](http://www.colorado.gov/pacific/cdphe) for system route map, locations for pickup, location contacts and pick-up schedules. Transport usually occurs once a day with delivery on the following morning with no routine weekend or holiday schedule. Schedule is subject to frequent changes.
- For courier system questions and to obtain requisition forms, contact the Courier Service Coordinator at 303-692-3086.

## Samples

1. Acceptable sample types include swabs in transport medium, culture isolates, blood, serum, urine, newborn screening blotters, mosquito and other insect pools, and food and water samples.
2. Documents can be transported to staff at the state laboratory, but not to other department locations.
3. If more than one specimen is included in a package, a shipping manifest (or packing slip) must also be included. The manifest may be printed from the shipper's computer system or printed from the department website at [www.colorado.gov/pacific/cdphe](http://www.colorado.gov/pacific/cdphe)

## Arranging a pickup at a routinely scheduled pickup location

1. Call the pickup location contact and confirm the time of courier pickup and the exact location where specimens can be dropped for pickup, optimizing the transport duration. We suggest visiting the location and meeting the location contact.
2. Bring the specimen to the pick up location at least 30 minutes before the scheduled pick-up time. Clinical, environmental and animal specimens can be dropped off at designated locations with delivery to the CDPHE laboratory by the next morning (some specimens the same day).
3. Specimen containers or bags should be clearly marked with the required temperature of transport (as follows):

ROOM TEMPERATURE  
REFRIGERATED  
FROZEN

*(Instructions continue on next page.)*

4. All samples must be accompanied by an appropriate requisition.  
Human specimens: type 270 or 271 requisition form must be completed and sent with each specimen.  
For Newborn Screening Submitters: NBS collection cards serve as your requisition.  
For animal specimens: type 272 requisition  
For mosquito and other insect samples: type 273 requisition  
For water, food, and other environmental samples: type 250 requisition  
Toxicology samples: may require a locked chain of custody container and a toxicology requisition.
5. Requisitions and other documents must be secured in sealed envelopes and pouches and attached to the packages.
6. Human specimens must be classified as either Category A (assigned to UN 2814--Infectious Substance) or Category B (assigned to UN 3373—Diagnostic or Clinical Specimen) and packed according to IATA and DOT regulations. See addendum 1.
7. The laboratory, hospital, doctors' office or other shipping medical facility is responsible for identifying specimens as Category A or B to the courier prior to transport. Any specimen designated as Category A "Infectious" must be packaged separately from all other Category B "Diagnostic" specimens in a UN2814 shipping container. A package must be labeled as Class 9 (miscellaneous hazardous material) if it contains dry ice. See addendum 1.

### **Special Pickups**

1. To request a special pick-up outside of posted schedules, contact the Laboratory Service Division Courier Service Coordinator at 303-692-3086 during regular laboratory work hours. **Do not call Kangaroo Express.**
2. **Please Note that calls for Denver Metro area pickups must be received by the CDPHE courier coordinator by 1 p.m. for same day delivery.**
3. Emergency pickups can be arranged under life-threatening situations. If this occurs, use the CDPHE emergency call number at 877-518-5608 to obtain the approval of a state laboratory official

*(Addendum, list of infectious agents by category, listed on next page.)*

## Addendum 1

### Category A infectious agents (bold—special interest for Colorado)

<b>Bacillus anthracis (cultures only)</b>	Highly pathogenic avian influenza virus (cultures only)
<b>Brucella abortus (cultures only)</b>	Japanese Encephalitis virus (cultures only)
<b>Brucella melitensis (cultures only)</b>	Junin virus
<b>Brucella suis (cultures only)</b>	Kyasanur forest disease virus
Burkholderia mallei—Pseudomonas mallei—Glanders (cultures only)	Lassa virus
Burkholderia pseudomallei—Pseudomonas pseudomallei (cultures only)	Machupo virus
Chlamydia psittaci—avian strains (cultures only)	Marburg virus
<b>Clostridium botulinum (cultures only)</b>	Monkeypox virus
<b>Coccidioides immitis (cultures only)</b>	Mycobacterium tuberculosis (cultures only)
Coxiella burnetii (cultures only)	Nipah virus
Crimean-Congo hemorrhagic fever virus	Omsk hemorrhagic fever virus
Dengue virus (cultures only)	Poliovirus (cultures only)
Eastern equine encephalitis virus (cultures only)	Rabies and other lyssaviruses (cultures only)
<b>Escherichia coli, shigatoxin-producing or verotoxigenic (cultures only)</b>	Rickettsia prowazekii (cultures only)
Ebola virus	Rickettsia rickettsia (cultures only)
Flexal virus	Rift Valley fever virus (cultures only)
<b>Francisella tularensis (cultures only)</b>	Russian spring-summer encephalitis virus (cultures only)
Guanarito virus	Sabia virus
Hantaan virus	<b>Shigella dysenteriae type I (cultures only)</b>
Hantaviruses causing hemorrhagic fever with renal syndrome	Tick-borne encephalitis virus (cultures only)
Hendra virus	Variola virus
Herpes B virus (cultures only)	Venezuelan equine encephalitis virus (cultures only)
Human immunodeficiency virus (cultures only)	Vesicular stomatitis virus (cultures only)
	West Nile virus (cultures only)
	Yellow fever virus (cultures only)
	<b>Yersinia pestis (cultures only)</b>

### Category B:

An infectious substance not in a form generally capable of causing permanent disability or life-threatening or fatal disease in otherwise healthy humans or animals when exposure to it occurs. This includes Category B infectious substances transported for diagnostic or investigational purposes.