



Molecular Diagnostics Laboratory

WICHITA STATE UNIVERSITY

In Person Specimen Drop-off/Test Kit Pick-up Instructions

WHO:

Your organization must ensure that whomever you assign to drop-off specimens and pick-up supplies for your organization follows all procedures below and has read and understands the [Category B Infectious Substance Transportation](#) document and process covered in training.

WHAT:

Specimens must be sealed individually in the provided biohazard bags and placed in a rigid container with a biohazard sticker for transport. When you arrive at the lab, plan to provide:

- 3-digit Client Code
- Organization name
- First and Last name of delivery person
- The number and type of specimens being dropping off

WHEN:

Specimen Drop-off/Test Kit Pick-up Hours

Monday – Friday, 6:00am – 6:00pm

Saturday, 8:00am-11:00am

WHERE:

4174 S Oliver, Building 174H, Door #2

Southeast of McArthur and Oliver in the Spirit AeroSystems complex.

Press the video doorbell button. When you hear the click, the door is unlocked.

WHY:

Please make sure all Requisitions are submitted **BEFORE** dropping off the physical specimens at the lab. If a specimen is received without a complete and accurate requisition, it will be rejected/discarded requiring that individual to re-test.

HOW:

Wear a mask, use hand-sanitizer, and maintain 6 ft of social distance at drop-off/pick-up.

12/18/2020