



# COVID-19 Sample Return Protocol

## Overview

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This document provides illustrated instructions on how to pack your samples.

After you complete testing, you will package your samples using the return shipping materials provided by Color. Return shipping materials currently come in three sizes:

- 1 Large, 144-unit return racking boxes:**  
Racks (cardboard dividers) separate unbagged test tubes.
  - 2 Medium, 64-unit return racking boxes:**  
Racks (cardboard dividers) separate unbagged test tubes.
  - 3 Small, 10-unit return non-racking boxes:**  
No racks. Tubes are returned to their biohazard bag, to separate the tubes from each other.
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To ensure samples are processed and not discarded:

**DO NOT individually bag samples that are placed in a racking box.**

**DO NOT put more than 10 samples in a small (non-racking) box.**

**DO NOT send back more than one small box at a time - use a racking box.**

Include a manifest in each box.

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Samples **must** arrive at the lab within 56 hours of activation in order to be processed:

Samples should be shipped via same day courier or FedEx Priority Overnight **the same day** they are collected.

Results will be available 1-3 days **after** the samples arrive at the lab.

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# Non-Racking box instructions (1-10 samples)



## Supplies Required for Sample Transport

*All supplies are provided by Color*

- Rectangular sample return box (shipped flat for assembly)
- Medium biohazard bag
- UN3373 and FedEx labels affixed to box
- Manifest document (to be filled out and included in each sample return box)
- Absorbent pad

## Step-by-step instructions

- 1 Assemble the small box



- 2 Ensure UN3373 and FedEx labels are affixed to the outside of the box.



## Step-by-step instructions (cont'd)

- 3 Collect samples. Ensure the cap of each tube is firmly closed.



- 4 Place each individual tube back into the small specimen biohazard bag it came in. Seal the bag.



- 5 Place up to 10 individual small biohazard bags into the medium biohazard bag.
- 6 Close and seal the safety bag tightly.
- 7 Place the medium biohazard bag inside the return shipping box. **DO NOT put more than one medium biohazard bag in the box, or put more than 10 samples in the bag.**



- 8 Complete the manifest and place it on top of the bag.
- 9 If shipping, seal the cardboard box with box tape.
- 10 Set up your package pickup or drop off.

# Transportation and shipping schedule considerations

## Lab location

- Samples are processed at the Broad lab. The lab is open 24x7 to accept samples.
- **Address for those transporting their own samples:**  
Broad, CRSP, COVID Testing Lab 130, 320 Charles Street, Cambridge, MA 02141

## FedEx

- Please contact FedEx to determine the latest pick-up or drop-off time for each day.
- Find your nearest no-contact drop box at [www.fedex.com/en-us/shipping/dropbox.html](http://www.fedex.com/en-us/shipping/dropbox.html). Please note that shipments cannot be dropped off at a FedEx store.
- Shipments Monday - Friday will arrive the next day if dropped off/picked up by the FedEx Priority Overnight cutoff time using the included labels.
- FedEx Priority Overnight does not apply on weekends or national holidays.
  - Shipments on Saturday arrive on Monday with the included label. Please be aware that scheduled pick-ups may not be available and FedEx drop-off locations may have limited hours.
  - Sunday shipments are discouraged because samples will not arrive until Tuesday.

## Courier

- Please provide detailed pickup instructions and onsite contact information for the courier before service begins.
- Contact the courier service if you have any changes to your desired pick up time or location.
- Changes need to be requested in advance, per guidelines provided by the courier service.
- Ensure staff who may be present at time of pickup are aware of arrangements.