

NEWBORN SCREENING TRANSPORT LOG

To be completed by Collection Facility (Hospital, Clinic, Doctor's Office, etc.)				For Screening Lab Use Only		
Collection Facility Name:			Date:			
Collection Facility Code:		# Of Specimens In Envelope:				
Date:						
Name of Preparer:						
#	Newborn's Name	M or F	NBS Form Number:	Medical Record #:	This section to be completed by Screening Lab. Accession # Remarks	
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						

To Re-order Transport Logs Please Call (510) 412-1542

For Sender: Affix Tracking Label Here

Please Print two copies
Place one copy in courier envelope with specimens
Retain one copy for your files

For Courier to Complete:
Name of Driver: _____ Date of Pick-up: _____
Signature: _____ Time of Pick-up: _____

Instructions For Use of Newborn Screening Specimen Transport Log

A. INSTRUCTIONS TO COLLECTION FACILITY (Hospital, Clinic, Doctor's Office, etc.)

1. Fill the name and code of facility collecting specimens.
2. Enter the date the log is prepared.
3. Enter the name of the person who prepared the list.
4. For each specimen to be sent to the screening laboratory; enter the:
 - i. newborn's name
 - ii. sex (M or F)
 - iii. NBS form number
 - iv. newborn's medical record number
5. Enter the number of specimens. Check to ensure that the number of specimens listed on the log matches the number of specimens placed in the courier envelope.
6. On Sender's Copy, affix copy the Courier's Tracking Number to use for tracking shipment.
7. On Sender's Copy, the Courier prints his name, signs, and indicates date and time of pick-up.
8. Keep the Sender's Copy for your records.

Note: **Do not** list more than 12 specimens per transport log. Put only one transport log and associated samples per envelope. If you are using more than one envelope, apply a shipping label to each envelope/package. Seal envelope(s) and place in the designated spot for Courier collection.

B. Instructions for Area Laboratory

1. Place duplicate accession number label onto log sheet opposite corresponding name for each specimen received. (This is verification of receipt of specimen).
2. Enter date received onto log sheet.
3. Enter other pertinent information that Area Lab requires (i.e. person completing the log etc.)
4. File log sheet by Facility and date received.
5. Retain log sheet for three years as required by contract for newborn screening records.

Note: If specimen(s) arrive without log sheet, complete one and send copy to provider.