Label Specimen Container
The specimen should be contained in a plastic, spill-proof container or tube. Each primary container should be labeled with:

- Patient name
- Owner first & last name
- Specimen type
- Test
- Collection date/time

Place in Biohazard Bag
Place the primary container into a biohazard bag (or other watertight secondary container) with enough absorbent material to soak up the entire contents. If multiple samples are being included in one package, wrap or separate the samples so they do not come into contact with each other.

Complete Submission Form
A fully completed laboratory submission form should be included with the specimen. It is important that the form be kept separate from the specimen (placed in outer pouch of biohazard bag or in a separate sealed bag) to protect the form from becoming wet or otherwise contaminated. Download individual lab submission forms: [vetmed.tennessee.edu/vmc/dls](http://vetmed.tennessee.edu/vmc/dls)

Prepare Package for Shipping
Specimens that require refrigeration, including fresh blood, serum, and tissues should be sent with ice packs*. Biopsy tissues should be in 10% BNF fixative. Unfixed, air-dried slides should be packaged in a slide holder with bubble wrap. Refrigerated and room temperature samples can be shipped in the same package as long as adequate packing material is used to separate the samples. **DO NOT SHIP CYTOLOGY (OR BLOOD) SMEARS AND BIOPSY SAMPLES IN THE SAME BOX due to risk of exposing cytology/blood smears to formalin fumes.** Use the smallest box possible that will adequately fit the sample. Fill the shipping package with additional packing material to minimize movement of the secondary container during transportation.

*Dry ice cannot be used with UTCVM FedEx labels. Samples that must remain frozen during transit, i.e. Equine Endogenous ACTH, must be shipped using another courier, or with your own FedEx account.


HazMat / IATA Regulations

**If specimen is suspected to contain infectious agents, it is the shipper’s responsibility to comply with international/US domestic shipping regulations: ([https://www.phmsa.dot.gov/sites/phmsa.dot.gov/files/docs/Transporting_Infectious_Substances_brochure.pdf](https://www.phmsa.dot.gov/sites/phmsa.dot.gov/files/docs/Transporting_Infectious_Substances_brochure.pdf))
Benefits of a VOLVet Portal account

- Gain immediate access to medical records of referred patients
- Look up results of diagnostic lab samples submitted by your clinic
- Receive FedEx overnight shipping labels for lab submissions at a deep discounted rate
- Request a courier service pick-up for clinics within a 45-mile radius of UTCVM
- Find detailed guidelines for patient referrals and estimates for many common procedures in the Referral Guide

To get started
- Register for a portal account at tiny.utk.edu/VOLVetPortal

FedEx Discount Rate Program

Take advantage of UTCVM’s deep discounted rate with FedEx today! For shipments within the domestic US, FedEx will deliver your samples to our laboratory by the next business morning for $22.00. For Knoxville and surrounding counties, the priority overnight shipping rate is $14.00.

General Shipping Instructions

- Login to your VOLVet Portal account: tiny.utk.edu/VOLVetPortal
- Refer to our packaging and shipping guidelines before sending samples.
- A package with UTCVM’s FedEx priority overnight label must be 3 pounds or less. If the package is over 3 pounds, you will need to separate the items into multiple packages, each with their own label.
  - With overnight deliveries, only one or two small refrigerant packs are needed.
  - To reduce costs, combine several specimens from multiple patients and send to various labs in one package.
  - **DO NOT SHIP CYTOLOGY OR BLOOD SMEARS AND BIOPSY SAMPLES IN THE SAME BOX due to risk of exposing cytology/blood smears to formalin fumes.**
- Each label is billed at the time of purchase. No credits will be given for unused labels. Shipping charges will be on your next monthly UTCVM invoice.
- FedEx labels are for Monday through Thursday shipments only. Do not send samples on a Friday.
- UTCVM Diagnostic Laboratory Service will not be available to receive samples on Saturdays.
- Call FedEx at 1-800-463-3339 for a pick-up or deliver your package to the nearest FedEx drop-off location. For specific FedEx collection times and local drop-off locations visit: http://www.fedex.com/locate

Additional Instructions for International Shipments (discounted rates vary)

The UTCVM Diagnostic Laboratory Service will accept companion animal specimens provided the material has not been inoculated with or exposed to any livestock* or poultry** foreign animal disease agent. A permit for these specimens is not required at the U.S. port of arrival. Primate samples and necropsies are NOT accepted from outside the United States.

Required documentation:
1. Two copies of the written statement must be submitted on producer/shipper letterhead, with one copy placed in the plastic pouch on the outside of the package and one copy between the secondary and tertiary packaging layer. For information required in the statement refer to: https://www.aphis.usda.gov/aphis/ourfocus/animalhealth/animal-and-animal-product-import-information/import-live-animals/no-import-permit-req (Guideline 1102: Feline and Canine Material).

- A UTCVM representative will call you within 2 business days to verify your identity, clinic association, and send you an email to set up your password
- Sign in to the VOLVet Portal using your email address and password. Please note that multiple portal accounts can be established for veterinarians and staff within the veterinary practice but each user must have a unique email address.

UTCVM Courier Service

UTCVM offers a daily courier service for diagnostic submissions to Knoxville, TN and the surrounding areas within a 45-mile radius. In addition to lab samples, veterinary practices may submit MRI scans, ultrasounds, radiographs and necropsies (up to 25 lbs) to UTCVM through our courier service. For necropsies, tertiary packaging is required: inner bag, secondary bag or container with ice, outer container (cardboard or styrofoam box). Pharmacy medication orders can also be delivered to your facility by the courier service.

Request or Cancel Courier Pick-up

Submit your request through the online VOLVet Portal.
- Requests must be made by the end of business day to guarantee a next-day pickup.
- Specimens must be prepared and ready for collection prior to the courier’s arrival.
- If samples are not available at the time of pick-up, a service charge will still apply.

Collection Times

Monday through Friday, daily collections begin at 8:00am and samples will be delivered to the UTCVM Diagnostic Laboratory Service by 3:00pm. Turnaround times for test results vary; please consult the specific laboratory’s test directory in this manual for details.

Refer to our packaging and shipping guidelines in the Laboratory Manual before sending samples.

Courier Service Fee

Fees for the UTCVM Courier Service vary depending on the location of your clinic. When you sign in to the VOLVet Portal to submit a request the fee will be noted by your clinic name. If you are interested in signing up for the courier service, please call 865-974-5771 for more information. Charges for this service will be included on your monthly UTCVM statement.