



1. Place tightly sealed formalin container and several absorbent paper towels into carefully sealed biohazard or ziplock-type bag.
2. Place the quarter-folded, completed request form in a separate ziplock-type bag (prevents formalin leakage from destroying form).
3. Place both bags and padding into a sturdy, cardboard box.
4. Place the box into the FedEx clinical pak envelope with 2-day or overnight label. If the box is too big to fit inside the FedEx envelope, this envelope may go inside the box, as long as FedEx shipping label and biohazard stickers are on the outside of the box.

### Tips:

1. Containers do not have to be completely filled with formalin. Specimens like bones can be wrapped in formalin-soaked paper towels and placed in containers.
2. If you have questions, call us at **865-201-6460**.

