

## Overseas Sendaway Instructions - Molecular Genetics

### Labelling of tubes and information on Forms

We have a labelling policy (copy enclosed) which ensures that specimens are correctly labelled e.g. that there are at least two points of ID on both the request form and the specimen. This is commonly the patient's name with both the given name and the family name and the date of birth. Please clearly note on the form the following:

**Samples are non-infectious and non-hazardous. For diagnostic testing only.**

### Packing of Specimen

Specimens should be packed in accordance with IATA regulations. Your courier company should have the requirements if they don't we can provide a copy on request. Please clearly label the package with the following:

**Samples are non-infectious and non-hazardous. For diagnostic testing only.**

### Transport and Customs Clearance in New Zealand

Make prior arrangements for the transport of the specimen with the airline concerned and obtain a waybill for the shipment. Fax the waybill to our customs agent at Auckland Airport, Malcolm Customs, Fax: +64 9 275 6188 and marked for the attention of Ricky. Provided they have all the details the parcel can be cleared immediately on arrival and couriered to the Auckland District Health Board (formerly Auckland Healthcare) Laboratory.

Please try and avoid sending specimens that will arrive Friday Afternoon/Evening, Saturday and Sunday New Zealand time.

All parcels must be addressed to:

**Molecular Genetics  
LabPlus Level 2  
Building 31, Auckland Hospital  
Gate 4, Grafton Road  
Auckland, New Zealand**

Note. Please don't address parcels to a Staff Member, as the staff member may not always be on duty. It is possible that the parcel may not be opened until their return.

Please do not hesitate to get in touch with the Business Development Department if you require any further information or help

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