

## Important issues to remember when submitting samples to StaphTrav

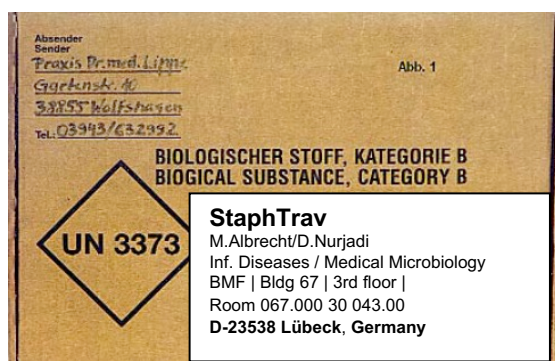
### I. In general

1. Make sure to enclose a **case form** with complete information on the patient from whom you have taken the swabs. Make use of the “don’t know” option rather than leaving answers blank!
2. Do **not enclose** patient information and consent. Make sure the sample does **not carry** identifying information.
3. Pack swabs according to **UN3373**
  - Swabs must close tight and be waterproof (1).
  - Swabs must be put in waterproof second cover (2) that contains an absorbent (1a).
  - Second cover must be put in third (= outer) cover (3a or 3b)
  - Either second or third cover must be rigid (use either 2 or 3b).

Example:



Outer cover must carry a black rhombus + UN3373 + “Biological Substance Category B”:



### Send swabs to:

StaphTrav – Attn: M. Albrecht / D. Nurjadi  
Inf. Diseases / Medical Microbiology  
BMF | Bldg 67 | 3rd floor | 067.000 30 043.00  
**D-23538 Lübeck, Germany**  
Ph.: +49 (0)451 3101 9041

**II. Via TNT from abroad**

1. **Always** use a pre-printed orange **TNT voucher** issued by StaphTrav that already contains your and our centre data as well as details on weight and mode of shipping.

2. Do **not change** the pre-printed details on this **document**, in particular not

- mode of shipping
- weight
- customer numbers
- addresses

as this may have major impact on the price!

<p><b>StaphTrav <u>cannot</u> take the responsibility of any extra cost in case you do not follow these instructions!</b></p>
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