

Illinois Department of Public Health  
Division of Laboratories

**Instructions for Blood Lead Specimen Submission**

1. For capillary specimens, fill micro-tube to at least above the first line marked on the tube. For venous specimens, fill the vacutainer tube provided with a minimum of 1.0 mL of blood. Mix both capillary and venous specimens by gentle inversion five to 10 times.
2. The specimen must be labeled with the patient's full name and date of birth. For capillary specimens, use a black permanent marker.
3. Complete all information on the test requisition using black ink in capital letters. Be sure to keep all writing within the boxes.
4. Place **each** specimen into an **individual** small plastic bag.
5. **Messenger/Courier by ground transport** Place individually bagged specimen(s) in a biohazard labeled bag with absorbent material and seal securely. Place the test requisition(s) on the outside of the biohazard labeled bag. Place the sealed biohazard bag and test requisition(s) inside the shipping container. The shipping container must be rigid such as a cooler. Close securely.
6. **Commercial carrier by ground/air transport** Place individually bagged specimen(s) in a 95kPa biohazard labeled bag with absorbent material and seal securely following the instructions on the bag. Place the test requisition(s) on the outside of the bag. Place the sealed bag and completed test requisitions(s) inside the outer shipping container and close securely. Label the **rigid** outer shipping container with the appropriate Illinois Department of Public Health laboratory address and an exempt human specimen label. Complete the return address section to include the business name and address.
7. If the specimen(s) cannot be shipped immediately, store at 2° C to 8° C (refrigerator).
8. **Blood lead specimens should reach the Springfield laboratory within 15 days of collection.**

Ship to: IDPH  
Division of Laboratories  
825 N. Rutledge St.  
P.O. Box 19435  
Springfield, IL 62702