



Quick Guide for Specimen Submission to the DSHS Laboratory

Become a submitter & request forms

Before you can submit specimens to the DSHS Laboratory, you must contact the laboratory to get a submitter number. Then you can request the submission forms you require.



To request to become a submitter or to request forms contact Lab Reporting:
512.776.7578 or
LabInfo@dshs.texas.gov

Follow the instructions on submission forms

Each submission form has instructions that should be carefully followed to prevent specimen rejection or testing delays. At least two patient-specific identifiers must appear on both the specimen (or card) and the associated submission form, and the 2 identifiers must completely match.

Check specimen acceptability and shipping requirements

It is very important to properly collect the right specimen type for the test.

It is also critical to properly pack and ship the specimen according to IATA and UPS, and DOT regulations.

The submitter should also pay particular attention to keeping the specimen at the correct temperature throughout shipping.



For information on specimen acceptability criteria and shipping contact Specimen Receiving:
512.776.2385 or 512.776.6697

The DSHS laboratory website contains information for specimen collection and shipping:

https://dshs.texas.gov/lab/mrs_specimens.shtm
https://dshs.texas.gov/lab/MRS_shipping.shtm



TEXAS
Health and Human
Services

Texas Department of State
Health Services

dshs.texas.gov/lab

Do's and Don'ts for Specimen Submission to DSHS Laboratory

DO

- Ensure 2 patient-specific identifiers are clearly visible on both the specimen and the submission form
- Check the label on the specimen to ensure that the 2 patient identifiers completely match with the submission form
- Follow all instructions on submission forms
- Use 1 form per specimen
- Package urine specimens in individual bags
- Ensure specimens are packed to maintain the appropriate conditions

DON'T

- Don't use labels that cut off the full patient identifier; 2 patient identifiers on the specimen should match completely match the submission form.
- Don't use the same submission form for 2 different specimens even if they were collected from the same patient
- Don't ship temperature-sensitive specimens after Thursday

DSHS Laboratory Shipping Address



DSHS Laboratory
Services Section
1100 West 49th St.
Laboratory Services
Section Austin, TX, 78756



Keep it cold: Ship with sufficient cold packs to arrive cold

Keep it frozen: Ship with sufficient dry ice to arrive frozen, still on dry ice



Contact the DSHS Laboratory

Lab Hours: 8AM to 5PM Monday – Friday

Lab Reporting: 512.776.7578

Specimen Receiving: 512.776.2385

Microbiology Branch: 512.776.7599 or Lab.Microbiology@dshs.texas.gov