

All Lab Couriers Specimen Drop Off Instructions (excludes Versiti Blood Center and First Class Delivery)



DROPOFF ADDRESS: 100 Michigan St. NE, Grand Rapids, MI 49503

LOCATIONS AND INSTRUCTIONS:

Between 5 am – 11 pm

- » **Ransom/Crescent Street:** The Women's Center Entrance
- » **Ramp 7 off Michigan Street:** Cross Michigan St. to Meijer Heart Center Entrance
- » **Michigan Street:** Butterworth Entrance - Front Lobby

- Park off to the side, do not block traffic, enter building entrance.
- A Screener will ask the courier to leave specimens in dedicated bin/cooler at the drop off station and fill in information in a logbook.
- Screener will call a Runner to let them know they have specimens for pick up.
- Runner will come to pick up specimens within 10 minutes and will then transport specimens to a designated location within the Laboratory.

Between 11 pm – 5 am

» **Ransom/Crescent Street:** "The Women's Center" Entrance ONLY

- Take Lyon St. to the Ransom Ave. and Crescent St. corner. Look for the half-moon shaped drop off zone. Park off to the side, do not block traffic, enter in the revolving door entrance.
- During this timeframe a Spectrum Health Security guard will accept all courier drop offs at the same location detailed above and will also ask courier to leave specimens in bin/cooler and fill in information in logbook.
- The Spectrum Health Security guard will call for a rounding Spectrum Health Security Officer to pick up and transport the specimens to the designated drop off location in the Laboratory.
- IF a rounding Spectrum Health Security Officer is unavailable to transport within 10 minutes, the Spectrum Health Security guard will call the Laboratory directly to dispatch an Emergency Department phlebotomist for transport of specimens to the Laboratory.

Handling Specimens

- Specimens will need to be received in their own specimen bags, if you are dropping off specimens without a bag you will be asked to place specimens in a bag before placing in the designated bin/cooler.
- Please make sure that the courier transporting the specimen is taking proper precautions while handling the specimens i.e. wearing gloves, and not eating or drinking or chewing gum while in the presence of specimens, maintaining social distancing (6 feet apart).
- Please contact the **Lab Call Center** with any question at: **616-774-7721**