



Colorado Department  
of Public Health  
and Environment

## Laboratory Services Division - Packing Slip for Specimens and Samples

All packages sent to the CDPHE Laboratory Services Division must include a specimen packing slip, printed transfer log or shipping manifest. The Laboratory Services Division will verify package contents with the enclosed packing slip. If contents are missing from the shipment, you will be notified immediately. If the shipment is received after 4 p.m., you will be notified the next business day.

Ship To:

CDPHE Laboratory Services Division  
8100 Lowry Blvd.  
Denver, CO 80230

ATTN: Sample/Specimen Receiving

From:

Contact Name: \_\_\_\_\_

Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Shipping Method: \_\_\_\_\_

Customer Number (if known) \_\_\_\_\_

**This packing slip does not take the place of a requisition form.  
Please verify that requisition forms for each specimen are included in this shipment.**

Quantity	Kit Type - or - Description of Specimen/Sample - or - Patient Name	ID number(s)*	✓
1	[Example] Serum – Jack B. Nimble	#52307	
1	[Example] Water Test Kit	#1009	

\*ID number = number on specimen or sample

LSD receiving initials →