

Emergency DOT Courier Pick-up Directions:

In order to meet the needs of our facilities that have COVID-19 samples requiring delivery to the WPHL, Saturday through Monday, the WPHL, WY-DOT and the Office of Homeland Security established an emergency courier route across Wyoming.

Please do NOT request sample delivery to WPHL via Highway Patrol, as they have other essential duties needing their attention. It is the goal of this emergency service to offer an alternative to expedite samples to our lab 7 days a week.

WY-DOT will be at hospital locations throughout the state at 15 minute, designated time intervals to pick up specimens from each of your communities. There will be only one site per community. The samples will be transported to the lab on the same day DOT picks them up.

DOT will NOT track your samples. They are only picking up the samples and getting them to the WPHL. It is imperative you track your own samples and have the correct paperwork with your samples.

HERE IS WHAT PICK-UP SITES TO KNOW:

- **There is only one pick-up site per community. Please share this information with the clinics and sites around your area and give them the opportunity to use your community's pickup site.**
- You cannot be late for your pick-up. DOT will wait the allotted 15 minutes and then continue on to their next site.
 - DOT needs a reliable contact name and number for someone to reach in case of extenuating circumstances that may delay their arrival. Currently, DOT is running ahead of schedule and call ahead to expedite pickups. If your facility does not have anything to pick up, let the courier know and they will move on.
 - For small numbers of samples, use the hard-sided, orange topped containers to package your samples for DOT. (the same canisters used with the previous courier service) The WPHL Supply Order Form is located on the WPHL Website: <https://health.wyo.gov/publichealth/lab/> and you can request orange topped canisters there.
 - Ensure there is enough room in the canister for an ice pack, which maintains sample temperature during shipment.
 - For large numbers of samples, use a cardboard box lined with a Styrofoam cooler.
 - ONLY ONE SAMPLE PER BIOHAZARD SHIPPING BAG. Ensure your samples are tightly capped and are accompanied with the required RED CAP requisition placed in the outer pocket of the bag. Samples will not be processed without the Red Cap requisition.
 - Place the bagged samples in the Styrofoam cooler and include enough ice packs to maintain integrity of sample temperature.
 - Seal the box and label it with your facility address.
 - **DO NOT USE DRY ICE**
 - DOT will NOT come into your facility. You must designate an external exact meeting place at your facility to meet them with your samples.
 - You will place your canisters containing samples into their cooler. DOT will not handle samples.
 - Styrofoam boxes will be placed inside the DOT vehicle.
 - You cannot miss your 15 minute window, or you will have to hold your samples to ship the next day.
 - Anything collected after your pick up time on Monday will need to be shipped by FedEx Overnight.
 - FedEx shipments will resume Monday after your pick up time, through Thursday using FedEx labels and packaged as Category B.
 - Samples collected on Friday can be picked up by DOT on Saturday.
 - **COURIER SERVICES OFFERED SATURDAY THROUGH MONDAY**

SEE THE NEXT PAGE OF THIS DOCUMENT FOR A LIST OF COURIER PICK UP SITES AND MEETING TIMES.

Evanston Regional Hospital	Evanston	8:00-8:15
Castle Rock Medical Center	Green River	9:45-10:00
Star Valley Medical Center	Afton	7:00-7:15 No pick up service at this time
South Lincoln Medical Center	Kemmerer	8:45-9:00 No pick up service at this time
St. Johns Medical Center	Jackson	6:45-7:00
Pinedale Medical Clinic	Pick Up Coordinated with St. John's Medical Center, Jackson	
Memoria Hospital of Sweetwater County	Rock Springs	10:30-10:45
Memorial Hospital of Carbon County	Rawlins	12:30-12:45
Big Horn Hospital	Lovell	7:45-8:00
West Park Hospital	Cody	6:45-7:00
Powell Valley Health Care	Powell	7:30-7:45
South Big Horn County Hospital	Basin	8:45 – 9:00
Washakie Medical Center	Worland	9:30-9:45
Hot Springs Memorial Hospital	Thermopolis	10:30-10:45
Sage West Lander	Lander	10:00-10:15 No pick up service at this time
Sage West Riverton	Riverton	10:45-11:00 No pick up service at this time
Memorial Hospital of Sheridan County	Sheridan	10:15-10:30
Johnson County Memorial Hospital	Buffalo	11:15-11:30
Wyoming Dept. of Public Health Nursing	Casper	1:15-1:30
Crook County Medical Services	Sundance	10:45-11:00
Campbell County Memorial Hospital	Gillette	12:00-12:15
Weston County Health Services	Newcastle	11:30-11:45
Niobrara Health and Life	Lusk	1:00-1:15
Community Hospital	Torrington	2:15-2:30
Memorial Hospital of Converse County	Douglas	2:15-2:30
Platte County Memorial Hospital	Wheatland	3:30-3:45