
MEMORANDUM

To : All Laboratory Users

From : Department of Laboratory Medicine

Date : 8th August 2022

Re : **COVID swabs can be transported via the pneumatic tube system**

Dear users,

From the 10th of August 2022, COVID-19 swabs can be transported to the Department of Laboratory Medicine via the pneumatic tube system.

Hand delivery of sample is no longer a requirement.

The standard canister (refer to image on the right) will be used for this purpose.

- Swab must be **DOUBLE BAGGED** before placing inside the canister.
- **DO NOT transport or insert other lab samples in the same biohazard bag as the COVID-19 swab.**
- Multiple COVID-19 swabs (for example, if sending swabs as a batch) can be transported inside one canister, do not overfill canister.
- For urgent tests, apply a red **URGENT** label to the sample.
- COVID-19 swabs delivered by hand will still be accepted, **ensure swab is double bagged.**

PCR testing schedule :

- For samples received before 2pm, results will be reported on the same day.
- For samples received after 2pm, results will be available within 24 hours.

To minimise disruption in the laboratory, **please do not call to :**

- Confirm receipt of COVID-19 swab
- Trace PCR result
- Request for urgent testing – samples with red URGENT labels will be processed as soon as possible (within the schedule listed above).



Yours sincerely,

Dr Chew Kean Lee
Head of Department
Department of Laboratory Medicine