



HPA COURIER ARRANGEMENTS

1. If considered **Category B and overnight delivery** will suffice then **DX Network Services** is used by HPA and some NHS Laboratories. DX courier will come every day Monday to Friday and there is no need to pre-book a collection. DX uses a tracking system for Category B samples. The sending Laboratory should always contact the receiving Laboratory informing them of specimen dispatch.
2. If considered **Category A or an urgent Category B sample** then the following applies: The HPA has arranged contracts with two courier companies* to provide this urgent 24/7 specimen transport service in England. The main contractor is **PDP Courier Services Ltd**, with **DGI Global Logistics Management Ltd** as the back up facility if required.

Note: sending hospital/laboratory will be invoiced for the cost of the specimen transport.

- Courier company collects from specified name at specified location within 1 hour of call. Referring NHS Hospital/ referring Laboratory signs for specimen collection.
- Referring NHS Hospital/ referring Laboratory must contact the specified name at the receiving HPA Regional testing Laboratory to confirm the specimen is on its way and to give the expected arrival time.
- Courier Company delivers to specified name at specified location at the HPA designated testing laboratory. Specified name signs for safe receipt of specimen.
- The specified name at the receiving HPA Regional testing laboratory calls the referring NHS Hospital/ referring Laboratory specified name to confirm safe receipt.

**For operational enquiries about the service provided by the contracted suppliers contact the appropriate local site owner in the first instance:*

| Site | Site Owner | Designation |
|-----------|---------------------------|---|
| Colindale | David Allen/ Paul Laidler | Facilities Manager/ Laboratory Manager, Colindale |
| Porton | Mark Riches | Production Services Unit Manager, Porton |
| Chilton | Dave Coombs | Facilities Manager, Chilton |
| LARS/RMN | Andrew Mumford | Head of Business Management |

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