



- BLOOD SPECIMEN PROCEDURES -

GENERAL INFORMATION

At the annual visit, once informed consent is obtained, a 12mL blood sample will be collected from the adult participant. (A 3mL draw will be taken from children under 4 years of age.) An additional 2.5mL tube of blood will be drawn on each patient for RNA use(except children). Ensure that all fields of the lab form are correctly and completely marked (refer to Appendix B).

WHEN TO SHIP SPECIMENS

Samples should be sent to:

**BBPSP Central Surveillance Lab
Attention Jonathan Hooton
University of Alberta
MSB 4-71
Edmonton, Alberta
T6G 2H7**

on the same day they are drawn.

Delays of more than 72 hours are not permitted due to processing errors that may occur. Therefore no blood should be drawn or sent on Fridays if the following Monday is a holiday or on Thursdays if the following day is a holiday. Please call with questions.

SHIPPING REGULATIONS

Shipping regulations for diagnostic specimens are specific and must be observed in strict detail. An improperly packaged shipment can be halted at any point en route to the central lab, leading to delays and loss of specimen quality. The required labels have been pre-placed on the shipping containers for you.

Packages containing hazardous biologic materials may NOT be placed in drop boxes for pickup.

When notifying FedEx to pickup containers, please inform them that the samples contain diagnostic specimens.

THE SPECIMEN PROCESS

The entire specimen process can be summarized in 4 steps:

- A. Assemble needed materials
- B. Collect and prepare specimen
- C. Pack specimen
- D. Ship specimen.

Note: All blood materials will be shipped at **room temperature**.

A. ASSEMBLE NEEDED MATERIALS

To complete these procedures the following items are required (each of the items below is described in Appendix C):

1. Clinic Barcode Label Form & Lab Requisition Form
2. - 12 ml draw 'Lavender Top' Blood Tube (Adult)
- 3 ml draw 'Lavender Top' Blood Tube (Pediatric)
- 10 ml draw 'Orange Top' PAXgene Blood Tube
3. Venipuncture materials*
4. STP310 insulated shipper with temperature control packs
5. Preaddressed FedEx air bill
6. Plastic pouch in which to place shipping documents
7. Indelible marker*
8. Packing tape*

*Items supplied by the local clinic; all others supplied by the **BBPSP Central Surveillance Lab**.

B. COLLECT AND PREPARE SPECIMEN

1. Fill out Clinic Barcode Label Form & Lab Requisition Form
2. Draw blood
To collect and prepare a suitable blood specimen:
 - Obtain two, 6mL Lavender Top Blood Tube (or one, 3 ml tube for children < 4 years)
 - Perform venipuncture using proper technique to avoid hemolysis; fill the Lavender Top Tubes with 12ml of blood (or 3ml for pediatric). Invert, do not shake the tube.
 - The Paxgene tube is for use on adults only. Please follow your current blood-draw protocol. If possible, it is suggested that a butterfly needle be used to for patient comfort as well as to prevent buffer from being drawn into the patient. An instructional video is available upon request.
 - Fill the PAXgene tube. It must be kept at room temperature for 2 hours.
 - Attach label from **Clinic Barcode Label Form** and place label **over** the tube label.
DO NOT PLACE LABEL OVER CLEAR GLASS ON TUBE.

C. PACK SPECIMEN

Please refer to Appendix M – Shipment Packages for details.

SHIPPING CHECKLIST

Appendix F contains a Shipping Checklist that summarizes the above blood specimen procedures to help ensure that each blood shipment is packed and shipped safely and efficiently.