# **CONTENTS OF KIT**

- 1. Test Requisition
- 2. Biohazard bag with absorbent material (1)
- 3. Barcode stickers with DOB to be completed (2)

### GENERAL INSTRUCTIONS

To ensure safety and validity of the sample it is important to follow the instructions provided below. Use ONLY the tube provided.

- 1. Use proper PPE and collect the specimen using sterile venipuncture technique.
- 2. Place one barcode sticker with date of birth completed on the collection tube and one completed barcode sticker on the completed Test Requisition.
- 3. Transport specimen to the laboratory as soon as possible after collection.
- 4. Confirm that the information on the requisition (barcode and date of birth) matches the identifiers on the collection container.
- 5. Place specimen in sealed biohazard bag in the provided clinical pack for pickup by laboratory courier.

Note: Stability varies by test – check the website Lab Test Directory for additional handling/storage instructions

## **ORDER OF DRAW**

It is necessary to draw blood tubes in a specific order, known as "Order of Draw." This helps to minimize carry over of any additives that may affect subsequent tubes.

If drawing more than one tube, draw tubes in the following order:

- 1. Blue Top
- 2. Red Top
- 3. SST
- 4. Green Top
- 5. EDTA





#### SPECIMEN SPECIFIC INSTRUCTIONS

- 1. Blue Top Tubes (Sodium Citrate anticoagulant used for Coagulation testing)
  - A. Fill to within 90% of etched line. Do not over- or under-fill as this will cause incorrect test results.
  - B. Gently invert 6-8 times to allow adequate mixing of blood. Mix blood immediately after collection.
  - C. Do not open tube unless plasma is to be frozen.
  - D. Stability
    - i. **PT, PTT and INR** stable at room temp up to 24 hours.
    - ii. **D-Dimer** stable at room temp up to 4 hours.
    - iii. If testing cannot be performed within the stability window, centrifuge the specimen at 3000 rpm for 15 min, remove and freeze plasma up to 7 days.
  - E. Criteria for Specimen Rejection:
    - i. Broken or leaking tube
    - ii. Insufficient sample volume (< or > 90% to etched line)
    - iii. Frozen whole blood
    - iv. Clotted or hemolyzed samples
    - v. Specimen labeled incorrectly or not labeled



- 2. Red Top Tubes (No anticoagulant used for some Chemistry testing)
  - A. Allow the specimen to stand upright for at least 30 minutes to clot.
  - B. Centrifuge the specimen within 1 hour of collection at 3000 rpm for 15 minutes. **Separate serum from cells.**
  - C. Store separated serum at room temp up to 4 hours or at +2°C to +8°C up to 24 hours.
  - D. Criteria for Specimen Rejection:
    - i. Broken or leaking tube
    - ii. Insufficient sample volume
    - iii. Hemolyzed samples
    - iv. Specimen not received centrifuged and separated
    - v. Specimen labeled incorrectly or not labeled
- 3. SST Tubes (No anticoagulant, with gel separator used for most Chemistry testing)
  - A. Allow the specimen to stand upright for at least 30 minutes to clot.
  - **4.** Centrifuge the specimen within 1 hour of collection at 3000 rpm for 15 minutes. Serum does **NOT** need to be separated from the gel interface.
  - **5.** Store tube with separated serum at room temp up to 4 hours or at +2°C to +8°C up to 24 hours.
  - A. Criteria for Specimen Rejection:
    - i. Broken or leaking specimen tube(s)
    - ii. Insufficient sample volume (full tube recommended at least 1 ml required)
    - iii. Hemolyzed samples
    - iv. Specimen not received centrifuged
    - v. Specimen labeled incorrectly
- 4. **Green Top Tubes** (Lithium Heparin anticoagulant with gel used for some Chemistry testing)
  - A. Gently invert 6-8 times to allow adequate mixing of blood. Mix blood immediately after collection.
  - B. Centrifuge the specimen within 1 hour of collection at 3000 rpm for 15 minutes. **Separate plasma from cells.**
  - C. Store separated plasma at room temp up to 4 hours, +2°C to +8°C up to 12 hours or frozen up to 3 months.
  - D. Samples can be thawed once
  - E. Criteria for Specimen Rejection:
    - i. Broken or leaking tube
    - ii. Insufficient sample volume
    - iii. Clotted or hemolyzed samples
    - iv. Specimen not received centrifuged and separated
    - v. Specimen labeled incorrectly or not labeled
- **5.** Lavender Top Tubes (used for Hematology, HbA1c testing, and BNP)
  - A. Hematology and HbA1 DO NOT centrifuge or freeze specimen.
    - i. Heme Stable at room temperature up to 8 hours or +2°C to +8°C up to 48 hours.
    - ii. HbA1c Stable at room temperature up to 8 hours or +2°C to +8°C up to 7 days.
  - B. BNP centrifuge at 3000 rpm for 15 min, remove plasma within 4 hours. Stable at +2°C to +8°C up to 24 hours or -20°C up to 7 days (frozen plasma preferred).
  - C. Criteria for Specimen Rejection:
    - i. Broken or leaking specimen tube(s)
    - ii. Insufficient sample volume (full tube recommended at least 1 mL required)
    - iii. Frozen whole blood
    - iv. Clotted or hemolyzed samples
    - v. Specimen labeled incorrectly









- 6. Sterile Urine Cup (used for Urine Macroscopic, Urine Microscopic and Urine HCG testing)
  - A. Do not centrifuge
  - B. Minimum volume for Urine Macroscopic and Microscopic is 4 mL. Volumes less than 4 mL will be rejected as QNS for the microscopic analysis.
  - C. Immediately store refrigerated (2 to 8° C) until pickup. Stable when refrigerated for 24 hours (urinalysis) and 48 hours (HCG).
  - D. Criteria for Specimen Rejection:
    - i. Leaking or unsuitable specimen container
    - ii. Insufficient sample volume at least 4 mL required
    - iii. Specimen labeled incorrectly
    - iv. Sample not stored properly
    - v. Sample is frozen
    - vi. Sample received outside of stability
    - vii. Specimen contamination (i.e. -lubricants, talc, contrast media, fecal material)
    - viii. Specimens submitted in Boric Acid tubes

## 7. **Boric Acid Urine** (used for Urine Culture and Sensitivity)

- A. Do not centrifuge
- B. Urine collected in a sterile urine container <u>must be transferred to a Boric Acid tube within 2</u> hours of collection.
- C. Store refrigerated (2 to 8° C) until pickup. Stable refrigerated for 48 hrs
- D. Criteria for Specimen Rejection:
  - i. Leaking or unsuitable specimen container
  - ii. Insufficient sample volume at least 4 mL required
  - iii. Specimen labeled incorrectly
  - iv. Sample not stored properly
  - v. Sample is frozen
  - vi. Sample received outside of stability
  - vii. Specimen contamination (i.e. -lubricants, talc, contrast media, fecal material)

