

## STEP 1: BEFORE SAMPLE COLLECTION

Make sure all paperwork is filled out completely:

- ✓ Confirm that the correct test requisition form is filled out completely.
- ✓ Verify that the appropriate clinical history questionnaire has been filled out.
- ✓ Verify that the patient has read and signed the Consent Form.

## STEP 2: COLLECT BLOOD SAMPLE

2 cell-free DNA BCT tubes (speckled brown cap) filled with 10-mL of blood from the patient:

- ✓ Ensure that the sample collection tubes are not expired. Tubes should be stored at room temperature (18-30°C) to retain stability through expiration date.
- ✓ Size 20-23 gauge needles are recommended.
- ✓ Fill **both** tubes to within 1-inch (2.5cm) of the stopper's bottom.
  - Allow 60-90 seconds for each tube to fill with blood.
- ✓ In case of vein collapse, a second venipuncture may be required with a fresh tube.

## STEP 3: GENTLY MIX SAMPLE

Mix by gently inverting each tube 10 times immediately after blood draw.

## STEP 4: PRE-PACK SAMPLE

Complete information on tube labels:

- ✓ Two forms of patient identification are required on both tubes (patient's full name and date of birth required).
- ✓ Write the date and time of collection on both tubes.

Place both tubes inside of the biohazard bag (provided) and seal it.

- ✓ If the sample is not being shipped immediately, store at room temperature (6-37°C; 43-98°F) until shipping (do **NOT** refrigerate).
- ✓ The sample will be stable for up to 14 days, but should get shipped as soon as possible.

## STEP 5: PACK SAMPLE AND SHIP

Place the biohazard bag and accompanying paperwork into the shipping box provided.

- ✓ Seal the shipping box by removing the adhesive strip on the lip and inserting the slide flaps into the side panels. Push down firmly to ensure it is sealed.
- ✓ Place the shipping box into the FedEx Clinical Pak (FedEx bag provided) and seal.

Ship immediately by calling FedEx at 1-800-GOFEDEX (1-800-463-3339), or drop off the package at your nearest FedEx service center.

- ✓ A priority overnight return label should already be affixed to the FedEx Clinical Pak.
- ✓ Ship tubes at room temperature between 43-98°F (6-37°C).

**Do not freeze or ship on ice.**

**\*\* Alternatively, a minimum of 5mL of frozen plasma shipped on dry ice is an acceptable form of specimen if the plasma was isolated no more than 1 hour after blood draw. \*\***

