

Instructions for collecting LLFS specimens

Upon receipt of kits, place the 6 x 3 x 2.5 inch styrofoam box (containing small gel pack) in the freezer. BEFORE BLOOD COLLECTION, YOU MUST HAVE A FROZEN SMALL GEL PACK.

If there are any questions regarding this protocol, please contact the LLFS central laboratory at (612) 625-5040.

1. A black/white topped 3mL no additive tube is provided to use as a discard tube. This tube can be used to evacuate excess air from the blood collection tubing prior to the collection of the 7 tubes described below. Please note:

- Do NOT fill this tube full of blood. Only a small amount of blood needs to be drawn.
- When the tube is used, do NOT ship back to the laboratory. Discard with other biohazard materials.
- If NOT used, return to the laboratory with other tubes.

2. Collect the blood tubes in the following sequence:

- #1 - blue/black topped CPT tube
- #2 - red/gray topped SST tube
- #3 - lavender topped EDTA tube
- #4 - blue topped Na citrate tube
- #5 - red topped PAXgene tube
- #6 - red/gray topped SST tube
- #7 - red/gray topped SST tube

Remove the tourniquet after the first tube fills. Fill all tubes to capacity. Gently invert tubes all tubes eight times immediately after collection.

During collection of the PAXgene tube, hold the tube vertically below the participant's arm. This is important to avoid possible backflow from the tube. Also, make certain that the tube additives do not touch the stopper or the end of the needle during venipuncture. Allow at least 10 seconds for a complete blood draw to take place. To ensure a draw volume of 2.5 mL and the correct additive/blood ratio, make sure that the blood has stopped flowing into the tube before removing the tube from the holder.

3. Keep all tubes at room temperature following collection.

4. Allow the three SST tubes to clot for 30-45 minutes. Set a timer as a reminder.

5. Centrifuge the three SST tubes for 15 minutes at 1200 x g and room temperature. If only one SST tube is collected, use a balance tube (SST tube with water added to equal the blood level in the collected tube) while centrifuging.

6. Complete the Venipuncture form.

7. Prepare specimens for shipment as directed on the reverse side of this form.

8. Complete the Blood Collection Shipping form.

9. If venipuncture attempts fail to yield at least tubes #1 through #3, then an Oragene saliva DNA collection must also be performed. See separate procedure in the Oragene mailer kit for instructions.

Instructions for shipping LLFS specimens

1. Room temperature specimens:

- Place the blue/black-topped CPT tube and the red-topped PAXgene tube in the 5-place styrofoam tube-holder, along with 1 square of absorbent material. If there are any remaining uncollected/unpunctured blood tubes, also place them in this tube-holder.
- Enclose this container in the cardboard sleeve, then place the assembly in the 8 x 10" biohazard zippered bag and seal.

2. Refrigerated-temperature specimens:

- Wrap the 3 - 7.5mL red/gray-topped SST tubes, 1 - 10mL lavender-topped EDTA tube, and 1 - 4.5mL blue-topped sodium-citrate tube in paper toweling to protect from breakage and direct contact with the frozen gel pack.
- Place the wrapped tubes and 1 square of absorbent material in the 6 x 9" biohazard zippered bag and seal. If there was a partial blood collection, and the Oragene saliva DNA collection system was also used, include the filled the Oragene container in the bag as well. If the blood collection was completely unsuccessful, and only the Oragene container was filled, follow the shipping instructions found in the Oragene kit.
- Place the plastic bag into the styrofoam container with the frozen gel pack, then place the styrofoam container in the cardboard box.

3. Box assembly:

- Place the box containing the assembled styrofoam/cardboard box of refrigerated specimens at one end of the shipping box.
- Place one large room-temperature gel pack in the other half of the shipping box.
- Place the assembled 5-place styrofoam tube holder and sleeve on top of the large gel pack.
- Place the second room-temperature gel pack on top of the 5-place styrofoam tube holder.
- Enclose the Blood Collection Shipping Form.
- Close and seal the box with strapping tape.

4. Peel off the right side of the FedEx billable stamp and affix it to the outside of the box. Record the site address and telephone number in section 1. The left side of the form may be kept for your records.

5. There are two options for shipping the box. The website queries described below should be performed before entering the field.

- a. Drop the box at a FedEx Staffed location. The nearest locations of these options can be found as follows:
 - 1) Go to their website, **Fedex.com**.
 - 2) In the **Ship** tab drop down menu, click on **Find FedEx Locations**.
 - 3) Enter the street address, city, state, and zip code of your location in the **Find locations near** search box.
 - 4) A list of FedEx locations is shown.
 1. Select a FedEx Office or FedEx Ship Center. **The box cannot be left in a FedEx drop box.**
 2. Not all FedEx locations will accept UN3373/biological sample shipments; check with the location prior to sample drop-off.
- b. Contact FedEx (1-800-GO-FEDEX) for pickup. Use this option only if the specimens are brought back to the field center. When calling FedEx, say the word "rep" when the first menu is presented. This will connect you to a representative who will arrange the pickup. Tell the representative that you have a "billable stamp pickup". The package will then be picked up at the address provided. Do not leave the package at the participant's residence.