

SPECIMEN SHIPPING GUIDE – 2007

SPECIMEN PREPARATION

SPECIMEN LABELING:

To assure positive identification and optimum integrity of patient samples sent for testing to MolecularMD, all specimens must be labeled correctly. Clearly label the specimen collection tube with:

- Patient name or patient ID #
- Date of birth
- Specimen type
- Date and time of collection
- Initials of collector

SPECIMEN COLLECTION TUBE:

MolecularMD requires the use of plastic EDTA tube(s) holding a total of 10 mL of whole blood and/or plastic PAXgene tube(s) holding 5 mL of whole blood for specimen submission. For example, if using an EDTA tube that can hold 10 mL of whole blood, one tube will be needed. If using PAXgene tubes that hold 2.5 mL of whole blood, two tubes will be needed. These containers have been evaluated and approved by MolecularMD. These tubes meet the Department of Transportation requirements for shipping diagnostic samples.

SPECIMEN BAGS:

MolecularMD requires a zippered specimen bag with an outside pocket. Client must fill out the test requisition form and place it in the outside pocket.

Caution: Be sure to tighten caps on tubes and close bags securely.

Note: If submitting more than one patient's sample, use separate bags and test requisition forms for each patient.

SPECIMEN COLLECTION

EDTA TUBES:

Collect 10 mL of whole blood in a EDTA (lavender-top) tube. DO NOT FREEZE EDTA TUBE. Store tube at room temperature.

PAXgene TUBES:

Collect a total of 5 mL of whole blood in two PAXgene tubes. Hold the PAXgene tube vertically, below the patient's arm during blood collection. Allow at least 10 seconds for a complete blood draw to take place. Gently invert the PAXgene tube 8-10 times.

- If PAXgene tube(s) will arrive at MolecularMD within 72 hours post blood draw, DO NOT FREEZE and store the tube at room temperature.
- If PAXgene tube(s) will arrive at MolecularMD after 72 hours of blood draw, FREEZE at -20°C, then -70/80°C and ship on dry ice.

TEST REQUISITION

TEST REQUISITION FORMS:

Test requisition forms are available through MolecularMD customer service or can be downloaded from the MolecularMD website (www.molecularmd.com). Call 888-663-7382 and a customer service representative will assist you in obtaining a form.

- Complete a separate test requisition form for each patient.
- Use a black or blue pen and write legibly in all CAPS.
- Fill in the information requested on the form.
- Mark boxes with an [x].
- Keep a copy for your records.
- Use a separate tube for each patient sample.

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PACKING AND SHIPPING

SHIPPING:

- Place labeled EDTA specimen tube(s) in one zipper specimen bag with the absorbent and/or labeled PAXgene specimen tube(s) in another specimen bag.
- Place the completed requisition form in the front pouch of the specimen bag.
- Place each specimen bag in separate bubble wrap pouches. You may need to fold the specimen bag around the tubes to fit it in the bubble wrap pouch.
- Place the bubble wrap pouch including the specimen bags inside the cardboard box and seal with packing tape.
- The outside of the box should be clearly labeled “Diagnostic Specimen” and “UN3373”. Do not cover these labels.
- Complete the airway bill in full, including the sender’s and recipient’s complete names, addresses and phone numbers.
- For room temperature shipments within the US, ship overnight delivery service for Monday to Saturday delivery to:
MolecularMD
2611 SW 3rd Ave
Portland, OR 97201

Note:

- If shipping on a Friday, check the “Saturday Delivery” box on the air waybill to ensure next day Saturday delivery.
- If shipping on dry ice, use additional shipping materials for dry ice packaging. Shipment times longer than 24 hours are acceptable for frozen samples provided dry ice filling and -20C is maintained during shipment.

SPECIMEN ISSUES

TYPICAL CAUSES FOR UNACCEPTABLE SPECIMENS:

Test Requisition form unaccompanied by specimen
Specimen unaccompanied by Test Requisition form
Test Requisition form was incomplete or incorrect
Inappropriately labeled specimen
Improper specimen container
Incorrect specimen transport
Sample leaked during transit
Sample volume is insufficient for analysis
Specimen was transported in improper or expired transport media
Transport tubes secured using parafilm or similar material
Specimen containers intended for uses other than the specimen being shipped

Note:

Where possible we will process all samples; however, the above issues may be cause for inaccurate results and will be flagged.

To request requisition forms or additional ordering information and instructions, please call MolecularMD customer service at 888-663-7382.