



Plasma Collection and Shipping Instructions



Step 1: Verify Kit contents before starting blood draw:

- ☐ Requisition form
- ☐ 2 K2 EDTA draw tubes
- ☐ 2 polypropylene aliquot tubes
- ☐ Transfer pipette
- ☐ 2 gel ice packs – **Place gel packs in freezer immediately.**
- ☐ Biohazard transport bag
- ☐ Temperature tracker (if available)
- ☐ FedEx shipping label
- ☐ Shipping box and insulated transport sleeve



Step 2: Blood collection and plasma separation:

NOTE: Analytes are extremely sensitive to temperature and to freeze/thaw cycles. It is critical that samples are never frozen and time at room temperature is minimized.

1. **Fill out Requisition Form** with Patient Information, collection date and time, and your contact information.
2. **Write patient name and DOB** on each aliquot tube (**unlabeled samples will be rejected**).
3. **Collect blood** in 2 lavender top K2 EDTA tubes.
4. **Invert EDTA tubes** 8 times to mix.
5. **Immediately centrifuge** within 15 minutes of collection at **4,000 – 4,500 rpm for 15 min** (use refrigerated centrifuge at 4°C, if available).
 - a. **For Mobile draws** store mixed EDTA tube cold (refrigerated or on ice) until centrifuging. Samples **must be centrifuged and aliquoted within 4 hours of collection.**
6. **Use pipette to transfer plasma layer** (**avoid transferring red cells**) into aliquot tubes and **refrigerate**.
7. **Place gel packs in freezer** for >8 hours (you may exchange pre-frozen packs of comparable size). **Samples must be shipped within 24 hours of collection.**



Step 3: Packaging and Shipping:

Phlebotomist is responsible for packaging and shipping samples.

1. **Seal plasma aliquot tubes** in biohazard bag. Empty EDTA tubes and pipette can be discarded.
2. **Place Requisition form in outside pocket** of biohazard bag (after verifying patient information is consistent with tube labels).
3. **Package biohazard bag between frozen cold packs** in transport sleeve immediately before shipping.
4. If included, activate temperature sensor and seal inside the thermal sleeve with samples.
5. **Place transport sleeve in box**, seal well with packing tape, and **seal by adhering shipping label**.
6. **Do not ship samples on Saturday, or preceding federal holidays**, as Neurocode cannot receive samples on Sundays/holidays.

Improper labeling, collection, processing, or handling of specimen — or failure to include Requisition form — will result in cancelled testing and require new sample collection.

For assistance contact us at CustomerCare@neurocode.com or 360-543-6844

