



## Step 1: Verify Kit contents before starting blood draw:

- ☐ Requisition form
- ☐ 2 SST tubes (5mL gold top or 8.5mL tiger top)
- ☐ 2 aliquot tubes
- ☐ Transfer pipette
- ☐ 2 gel ice packs – **Place gel packs in freezer immediately.**
- ☐ Biohazard transport bag
- ☐ FedEx shipping label
- ☐ Shipping box and insulated transport box



## Step 2: Blood collection and serum separation:

1. **Fill out Requisition Form** with Patient Information, collection date/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 SST tubes (5mL gold top or 8.5mL tiger top).
4. **Invert SST tubes** 8 times to ensure complete mixing with clotting/separator agent.
5. **Allow mixture to rest** at room temperature for 30 minutes (**no more than 60 minutes**).
6. **Centrifuge** SST tubes at **4,000 – 4,500 rpm for 15 min.**
7. **Use pipette to transfer serum** (top layer) into aliquot tubes with pipette, ensuring not to take gel or RBC (middle/bottom layers).
8. **Store aliquot tubes in refrigerator (2°C – 8°C) until shipping.** Gel/RBC may be discarded.
9. **Place gel packs in freezer** for >8 hours (you may exchange pre-frozen packs of comparable size).



## Step 3: Packaging and Shipping:

1. **Seal serum aliquot tubes** in biohazard bag. Used SST 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. **Place transport sleeve in box**, seal well with packing tape, and **seal by adhering shipping label**.
5. **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 360-543-6844 or [CustomerCare@neurocode.com](mailto:CustomerCare@neurocode.com)