



# Plasma Collection and Shipping Instructions

## Before patient appointment:

### ✓ Verify Kit contents:

- Requisition form
- 3 K2 EDTA draw tubes
- 3 polypropylene aliquot tubes
- Pipette
- Biohazard transport bags
- FedEx shipping label
- Shipping box

## Blood collection and plasma separation:

**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. Write patient name and DOB on each aliquot tube (unlabeled samples will be rejected)
2. Fill out Requisition Form with collection date and time.
3. Collect blood in 3 K2 EDTA tubes.
4. Invert tubes 8 times to mix and **immediately place on ice until centrifuged.**
5. Centrifuge within 15 minutes of collection at 1,000 x g for 15 min chilled at 4-5°C.
6. Immediately transfer plasma into PP aliquot tube and refrigerate.
7. **Samples must be shipped within 24 hours of collection.**

## Packaging and Shipping:

1. Seal plasma aliquot tubes in biohazard bag.
2. Place Requisition form in outside pocket of biohazard bag (after verifying patient information is consistent with tube labels)
3. Package bag in shipping cooler between frozen cold packs
4. Package cooler in box, seal well with packing tape, and adhere shipping label.
5. Do not ship samples on Friday or Saturday, or preceding federal holidays, as Neurocode cannot receive samples on the weekend/on holidays.
6. Samples that arrive at room temperature will be rejected and must be re-drawn.

**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](mailto:CustomerCare@neurocode.com)**

