



Serum Collection and Shipping Instructions



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



Step 2: Blood collection and serum separation:

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 and your contact information.
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 3,000 – 3,500 rpm for 15 min.
7. **Draw off 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.



Step 3: Packaging and Shipping:

1. **Seal serum 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 biohazard bag between frozen cold packs** in shipping cooler immediately before shipping.
4. **Place 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.

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

