

## SPECIMEN COLLECTION INSTRUCTIONS

**Step 1:** Fill in the patient's information portion of the CRL clinical requisition form.

**Step 2:** Add the patient's date of birth (DOB) to the barcoded labels, peel off the barcoded labels from CRL clinical requisition form, and adhere to each of the following:

Blood Containers	Urine Containers
Tiger Top/SST Tube <i>[Serum Chemistries, HIV, Titers]</i>	Yellow Top Urine Transfer Tube <i>[Routine Urinalysis, Benzene]</i>
Royal Blue Top Tube <i>[Heavy Metal Blood, Lead and ZPP]</i>	White Top Metal Free Urine Tube <i>[Heavy Metal Urine Testing]</i>
Lavender/Purple Top Tube <i>[CBC, HgA1C, hematology &amp; hemoglobin analysis, Blood Type, G6PD1]</i>	
Red Top "Serum" Pour off Tube	

**Step 3:** Locate the Encounter number (ENC) or CVID number on the WorkCare Authorization (upper right-hand corner for "Encounter"; lower right-hand corner for "CVID"). Write this number on the CRL clinical requisition form in the space designated for ENC/CVID#.

**Step 4:** Collect blood in the Tiger Top/SST, Royal Blue Top, and Lavender Top tubes.

- 4.1 Invert all blood tubes gently 8 to 10 times immediately after blood is collected to prevent clotting. Avoid vigorous shaking to avoid hemolysis of cells. Do not centrifuge or transfer blood to another tube (**except for Tiger Top/SST tube**).  
**IMPORTANT:** Testing may not be completed on tubes containing less than 1 ML of blood.
- 4.2 Allow Tiger Top/SST tube to clot upright for 30 minutes. Spin tube for 12-15 minutes at 2000 rpm. **DO NOT spin for more than 15 minutes as hemolysis may occur.**
- 4.3 After centrifuging the Tiger Top/SST blood tube, pour the serum into the Red Top "Serum" Pour off Tube and discard the empty Tiger Top/SST Tube. **DO NOT SEND EMPTY TIGER TOP/SST tube to CRL.**

**Step 5:** Collect a urine specimen from the patient in either a sterile collection cup or toxicology "split kit" if a drug screen is also required.

- 5.1 Fill the Yellow Top Urine Transfer Tube to the "**max fill**" line. This tube contains preservatives and **CANNOT be used for Heavy Metals Urine Testing**.
- 5.2 Pour the remaining urine into the White Top Metal Free Urine Tube. **Fill this tube completely** and seal tightly.  
**DO NOT SEND ANY REMAINING URINE IN THE COLLECTION CUP TO CRL.**

**Step 6:** Prepare collected specimens for shipping. Place the filled specimen tubes and the clinical requisition form into the CRL biohazard bag (specimen bag).

- 6.1 Place the tubes into the pouch with the absorbent pad. Fold and place the CRL clinical requisition form into the pouch without the absorbent pad. Remove the bag's adhesive strip, fold over the opening, and seal tightly. Place the filled biohazard bag into the cardboard CRL/WorkCare Collection Kit Box.
- 6.2 Place the cardboard Collection Kit Box into the FedEx Clinical LabPak, seal Pak, and place the FedEx shipping label in designated location on the Pak and provide the sealed LabPak to the FedEx Courier.  
**NOTE:** if multiple specimens are collected on the same day, they may be shipped in a single FedEx Clinical LabPak.
- 6.3 **All specimens must be shipped to CRL the same day they are collected.**