



Specimen Collection & Preparation Guidelines



What's in Your CRL Collection Kit

- CRL WorkCare Aromatics Box
- 6 Collection Tubes
- CRL Biohazard Collection Pouch
- FedEx Return Label
- FedEx Small Clinical Pak

Specimen Collection Instructions

Your step-by-step guide to specimen collection for WorkCare

Step 1

Fill in the patient 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 tubes as noted on slide 5.

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#.

Specimen Collection Instructions

Your step-by-step guide to specimen collection for WorkCare

Step 4

Collect blood in the SST (Tiger Top), 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.

Specimen Collection Instructions

Your step-by-step guide to specimen collection for WorkCare

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.**

Blood Containers

Tiger Top/SST Tube
[Serum Chemistries, HIV, Titters]

Royal Blue Top Tube
[Heavy Metal Blood, Lead and ZPP]

Lavender/Purple Top Tube
[CBC, HgA1C, hematology & hemoglobin analysis, Blood Type, G6PD1]

Red Top "Serum" Pour off Tube

Urine Containers

Yellow Top Urine Transfer Tube
[Routine Urinalysis, Benzene]

White Top Metal Free Urine Tube
[Heavy Metal Urine Testing]

IMPORTANT REMINDER: Be sure to follow the Tube Collection Order for all draws.

Blood Sample Collection – Required Tubes

1. Red-Grey (Marble) Top
 - Red Top – pour off tube
2. Royal Blue Top
3. Lavender Top

Urine Sample Collection

1. Yellow Top
2. White/Clear Top

Blood Sample Collection – Required Tubes

Recommended order of draw & instructions for collection

1. Red-Grey (Tiger/SST) Stopper (serum Gel Separator) Tube contains clot activator with gel separator in the bottom, for collection of serum samples

- Fill tube completely
- Gently invert eight (8) to ten (10) times
- Allow tube to clot for thirty (30-60) minutes at room temperature.
- Centrifuge clotted tube upright for fifteen (15) minutes at 2000 rpm.
 - Caution: Do not spin for more than 15 minutes as hemolysis may occur.
- Transfer serum to red capped transfer tube (be careful not to transfer red blood cells).
- Discard Red-Grey Stopper tube after transfer.
- NOTE: Testing will not be performed on tubes:
 - received containing less than 1 ML of blood. and/or
 - un-centrifuged



Blood Sample Collection – Required Tubes

Recommended order of draw & instructions for collection

2. Red Top – contains no anticoagulant, for collection and pour off of serum samples

- Fill tube completely.
- Allow tube to clot for 30-60 minutes at room temperature.
- Centrifuge clotted tube for ten (15) minutes at high speed.
- Transfer serum to green capped transfer tube (be careful not to transfer red blood cells)
- Discard red stopper tube after transfer
- NOTE: Testing will not be performed on tubes received un-centrifuged or collected in Gel clot tube

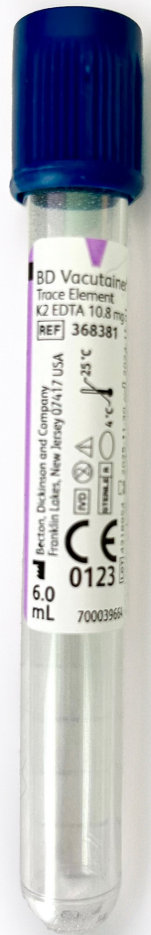


Blood Sample Collection – Required Tubes

Recommended order of draw & instructions for collection

3. Royal Blue Top (EDTA) tube (Heavy Metal Testing) – may contain sodium heparin for trace metal studies

- Use a royal blue top trace element K2 EDT tube. Other royal blue top tubes may contain a different additive or no additive at all.
- Mix tube thoroughly by gentle inversions eight (8) to ten (10) times immediately after blood is collected to prevent clotting.
- Avoid vigorous shaking to avoid hemolysis of cells.
- Do not centrifuge or transfer to another tube.
- NOTE: Testing may not be able to be completed on tubes containing less than one (1) ml of blood.

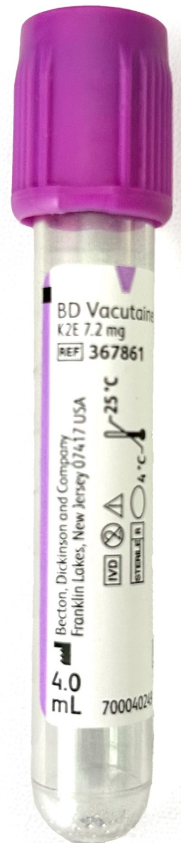


Blood Sample Collection – Required Tubes

Recommended order of draw & instructions for collection

4. Lavender Top (EDTA) contains (ethylenediaminetetra-acetate) for collection of CBC, A1C, hematology and hemoglobin analysis

- Mix tube thoroughly by gentle inversion eight (8) to ten (10) times immediately after blood is collected to prevent clotting.
- Avoid vigorous shaking to avoid hemolysis of cells.
- Do not centrifuge or transfer to another tube.
- NOTE: Testing may not be able to be completed on tubes containing less than one (1) ml of blood.



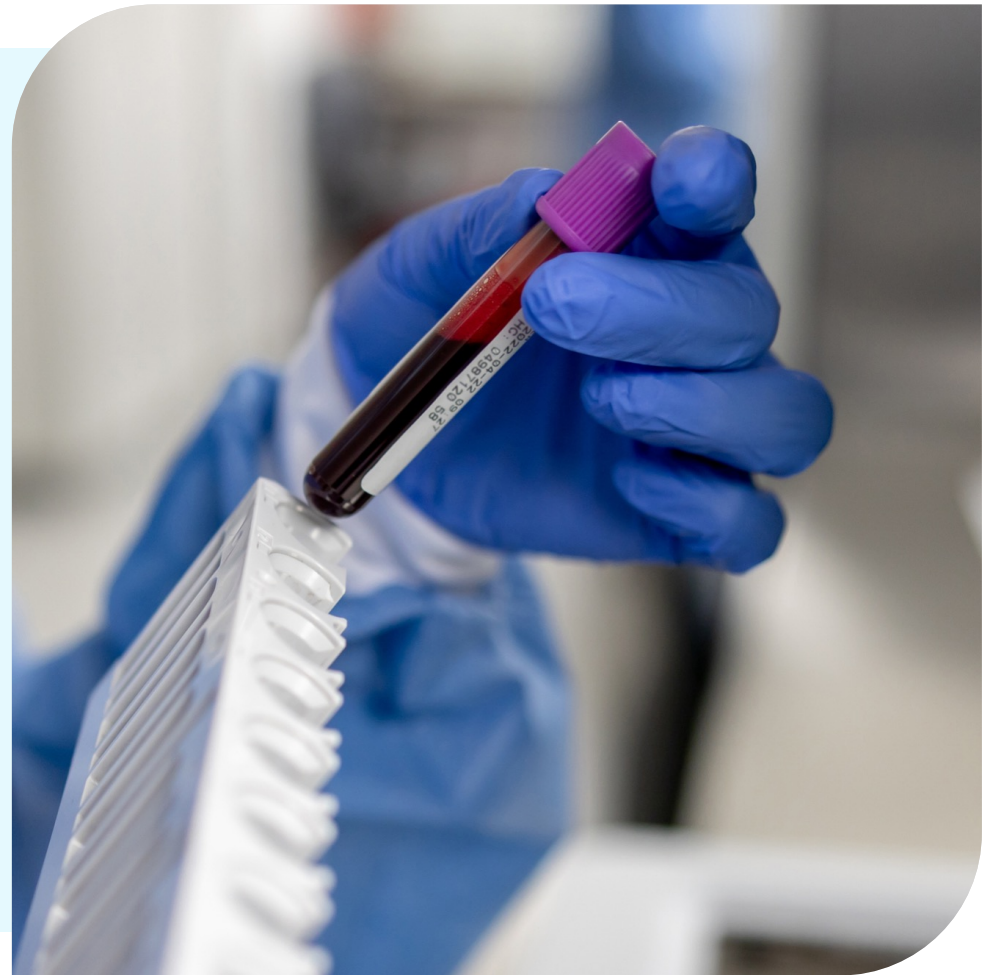


Blood Sample Collection – Step-by-Step Process

- Verify employee identity and explain the procedure
- Use appropriate PPE (gloves, face mask, etc.)
- Clean puncture site with alcohol swab, let dry
- Apply tourniquet and locate a vein
- Insert needle and collect blood following the order of draw using instructions in previous slides
- Ensure each tube is filled to the required volume
- Gently invert tubes as required (do not shake)
- Apply pressure and bandage the site
- Label tubes immediately with employee details

Blood Sample Handling & Preparation

- **Centrifugation:** If required, spin Serum Gel-Separator and plasma tubes per manufacturer guidelines, usually 15 minutes.
- **Storage:** Keep at room temperature or refrigerate as required
- **Packaging:** Use biohazard bags, seal properly, and label appropriately



Urine Sample Collection – Required Containers & Procedures

- **Types of Urine Tests:**
 - Routine urinalysis
 - **Heavy Metals urine screen**
 - Drug screening (DOT and non-DOT)
- **Collection Instructions:**
 - Employee must provide a **midstream, clean-catch sample**
 - Use sterile urine cups with tamper-evident seals
 - Ensure minimum sample volume:
 - **Routine urinalysis:** At least 30 mL
 - **Drug screening:** At least 45 mL
 - Temperature check for **urine drug screens** (within 4 minutes of collection)
 - After collecting urine specimen in the cup provided, document urine temperature on the consent, if required, and pour off into the urine transport tubes provided.

Urine Sample Collection – Required Containers & Procedures

1. Yellow top preservative transport tube (urinalysis only)

- Pour urine from the collection cup into the yellow top transport tube for urinalysis testing.
- **Fill to the “max fill” line**
- Testing may not be able to be completed on tubes with less than 4 ml of urine.
- **NOTE: This tube contains preservative and CANNOT be used for Heavy Metal Urine Testing.**



Urine Sample Collection – Required Containers & Procedures

2. White/Clear screw top urine transport tube (heavy metals only)

- Pour remaining urine from the collection cup into the white screw top transport tube.
- **Fill this tube completely** and seal tightly. **DO NOT SEND ANY REMAINING URINE IN THE COLLECTION CUP TO CRL**
- Testing may not be able to be completed on tubes with less than 5 ml of urine
- Urine tubes with preservative cannot be used for heavy metal testing



Urine Sample Handling & Preparation

- Seal the top of the non-barcoded urine tube(s) with security seal signed by donor
- Verify labeling matches employee identification
- Complete Chain of Custody Form for drug screenings
- Store as required: Refrigerate if not processed immediately

Common Errors & How to Avoid Them

- **Mislabeled specimens:** Always verify patient details before labeling
- **Incorrect tube usage:** Follow the order of draw and use proper tubes
- **Insufficient sample volume:** Ensure enough blood/urine is collected for testing
- **Improper sealing:** Prevent leakage and contamination

IMPORTANT REMINDER: Be sure to follow the Tube Collection Order for all draws.

Blood Sample Collection – Required Tubes




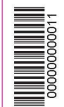






1. Red-Grey (Marble) Top
 - Red Top – pour off tube
2. Royal Blue Top
3. Lavender Top

Urine Sample Collection

1. Yellow Top
2. White/Clear Top

Final Checklist

- **Quick-reference for successful collection**
 - Verify employee identity & documentation
 - Collect specimens using proper technique
 - Ensure correct tubes are used
 - Fill specimens to proper volume level
 - Handle, store, and package specimens correctly
 - Complete required paperwork
 - Securely affix all labels
 - Ship specimens per guidelines
- **Contact WorkCare with Questions**
 - ClinicNetwork@workcare.com

Account Information Acct: _____ Collection Site Information Name: _____ Address 1: _____ Address 2: _____ City: _____ State: _____ Zip: _____ Ph: _____ FX: _____		 8433 Quivira Road • Lenexa, Kansas 66215 Collection Site Code: _____ Collector Name: _____		 0000000000	
PATIENT INFORMATION					
LAST NAME _____ FIRST NAME _____ PHONE (____) _____ PATIENT I.D. OR SOCIAL SECURITY NUMBER _____ PATIENT ADDRESS _____ APT # _____ CITY _____ STATE _____ ZIP CODE _____		DATE AND TIME LAST FOOD AND DRINK M O DAY Y E A R HOUR MINUTE AM PM 2 0 DATE AND TIME SPECIMEN WAS OBTAINED M O DAY Y E A R HOUR MINUTE AM PM 2 0 Gender M F Date of Birth M O DAY Y E A R		SPECIMEN TYPE SENT Serum (S) Lavender (L) Urine (U) Green (GN) Royal Blue (RB) Urine for metals (UM) Oral Fluids Other	
REQUESTING PHYSICIAN ADDRESS CITY ST ZIP PHONE FAX NPI #					
DEPARTMENT OF HEALTH REPORTING - Information Required for Metals, Infectious Disease, Etc.					
Race <input type="checkbox"/> Native American, Eskimo, Aleutian <input type="checkbox"/> Asian / Pacific Islander <input type="checkbox"/> Black <input type="checkbox"/> Multi-Racial <input type="checkbox"/> White		Ethnicity <input type="checkbox"/> Hispanic <input type="checkbox"/> Non-Hispanic <input type="checkbox"/> Unknown <input type="checkbox"/> Other		Employer Employer Address _____ City _____ State _____ Zip Code _____ Employer Phone Number (____) _____	
PLEASE REFER TO THE REVERSE SIDE OF THIS FORM FOR COLLECTION REQUIREMENTS 0000000000					
<div style="text-align: center;">INTEGRATED LABEL</div> <div>  IDENTIFIER 0000000000011  IDENTIFIER 0000000000011  IDENTIFIER 0000000000011  IDENTIFIER 0000000000011  IDENTIFIER 0000000000011  IDENTIFIER 0000000000011  IDENTIFIER 0000000000011  IDENTIFIER 0000000000011 </div>					
CMCH000186 COPYRIGHT 2019 VER. 1.3 04/20					

Order Additional Collection Supplies

If you require a new shipment of WorkCare/CRL collection supplies, please either:

1. Send the request to your WorkCare Account Management or customer support representative
2. Reach out to our clinic network team at: ClinicNetwork@workcare.com

PCB Collection Tubes

WorkCare clients do a small volume of PCB tests each year. If a donor is scheduled to arrive at your location, WorkCare or CRL will send you supplemental collection supplies to use in addition to the standard WorkCare kit.

- Blood is drawn into the red tube, spun, and poured into the green top transport tube
- The red tube can be discarded after pour-off





**Thank you
for your time.**