



## COLLECTION, HANDLING & SHIPPING INSTRUCTIONS FOR AMBIENT SERUM SAMPLES

### Blood Collection Procedures:

***All requests must be accompanied by a valid order.  
Verify that tests being ordered requires only serum samples.***

1. Perform routine venipuncture.
2. Let the sample stand for 30 minutes and centrifuge at 1500 rpg for 15 minutes.
3. Pour off serum on the aliquot tubes provided.
4. Label aliquot tubes with Patient Name, Date of Birth, Patient ID, Date & Time of Draw.
5. For any questions, contact our Client Services Dept at (800) 338-1998.

### Packaging Samples :

1. Ensure that all samples have been labeled properly prior to packing and shipping.
2. Verify that the name on the requisition matches the name on the aliquot vials.
3. Place aliquot tubes inside the styrofoam box with the enclosed absorbent pack.
4. Place the styrofoam kit inside the biohazard bag and insert the request form on the outer sleeve of the biohazard bag.
5. Place biohazard bag inside the cardboard box.
6. Insert the cardboard boxes inside FEDEX UN3373 Pak, up to 3 boxes can be shipped in one FedEx pack.
7. Affix enclosed air bill on the FedEx pack (see instructions in completing airbill).

### Completing FedEx Airbill:

1. Complete Section 1 - Senders Information with the date the shipment is being sent.
2. Section 5 - Check FedEx Pak if using the enclosed Clinical Pak
3. Complete Section 6: If shipping samples for Saturday delivery make sure that you mark the appropriate box otherwise samples will be delivered the next business day.
4. Section 7: Mark bill to Recipient and enter RDL's FedEx account #: 118103629, to ensure proper billing.
5. Please indicate the Total # of Packages & Total Weight (approx 1 lb).
6. For any questions, contact our Client Services Dept at (800) 338-1998.

### Shipping thru FedEx:

Schedule a pick up with your local FedEx by calling (800) 463-3339. If you already have a scheduled routine pick-up with FedEx, just place your package with the regular outgoing packages.

***NOTE: FedEx may requires a 2-hour window for picked-up and different areas may have different cut-off times. To ensure that your package will be pick-up and delivered on time, make arrangements as soon as your package is ready to ship. Please contact our laboratory or refer to our test catalog for non-serum sample requirements such as T-Spot & Lupus Anticoagulant.***