

## SPECIMEN COLLECTION INSTRUCTIONS

**Step 1:** Fill in the patient information portion of the CRL clinical requisition form. Locate either Encounter number (ENC) or CVID number from the WorkCare Authorization (upper right-hand corner for “Encounter”; lower right-hand corner for “CVID”). Handwrite this information in the space allotted on the bottom of the CRL clinical requisition.

**Step 2:** Add patient DOB to barcoded labels, peel off and transfer the barcoded labels from CRL clinical requisition form to each of the following:

Blood Containers	Urine Containers
“Serum” Red Top Pour off Tube	Yellow Top Urine Transfer Tube [Routine Urinalysis Only]
SST (Tiger Top) Tube [Serum Chemistries, HIV, Titters]	Urine Metal Free Tube [Heavy Metal Urine Testing]
Green Top Heparin Tube [Benzene]	
Royal Blue Top Tube [Heavy Metal Blood, Lead and ZPP]	
Lavender (Purple) Top Tube [CBC, HgA1C, hematology & hemoglobin analysis, Blood Type, G6PD1]	

**Step 3:** Collect blood in the SST (Tiger Top), Green Top, Royal Blue Top, and Lavender Top tube.

- 3.1 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. **Except for SST, DO NOT** centrifuge or transfer to another tube. **IMPORTANT: Testing may not be completed on tubes containing less than 1 ML of blood.**
- 3.2 Allow SST tube (Tiger Top) to clot upright for 30 minutes. Spin tube for 12-15 minutes at 2000 rpm. Caution: Do not spin for more than 15 minutes as hemolysis may occur.
- 3.3 Pour Off SST (Tiger Top) serum into “Serum” Red Top Pour off Tube.
- 3.4 Note: After “Pour off” --- Discard empty SST (Tiger Top) Tube

**Step 4:** Collect urine specimen from patient in either sterile collection cup or toxicology “split kit” if drug screen is also required.

- 4.1 Fill Yellow Top transfer tube to the “max fill” line for Urinalysis. **NOTE: This tube contains preservative and CANNOT be used for Heavy Metal Urine Testing.**
- 4.2 Pour remaining urine into the “Metal Free” Urine tube. **MUST FILL TUBE COMPLETELY.** Seal tightly.

**Step 5:** Place all tubes into a segmented absorbent pouch in the CRL Biohazard bag (specimen bag).

- 5.1 Fold and place CRL clinical requisition form in the Biohazard bag in the pouch without the absorbent. Remove the bag's adhesive strip, fold over the opening, and seal tightly. Place the filled Biohazard bag into the cardboard Collection Kit Box.
- 5.2 Place cardboard Collection Kit Box into the FedEx Clinical Labpak, seal Pak and place FedEx shipping label in designated spot on Pak.