

SPECIMEN COLLECTION INSTRUCTIONS

Step 1: Complete the CRL Clinical Requisition Form: 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: Complete the Barcoded Labels: Add the patient’s date of birth (DOB) to barcoded labels and then peel off and transfer the barcoded labels from CRL clinical requisition form to each of the following:

Blood Containers	Urine Containers
Tiger Top/SST Tube [Serum Chemistries, HIV, Titers]	Yellow Top Urine Transfer Tube [Routine Urinalysis Only]
Green Top Heparin Tube [Benzene]	White Top Metal Free Urine Tube [Heavy Metal Urine Testing]
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	

Step 3: Blood Collection: Collect blood in the Tiger Top/SST, Green Top, Royal Blue Top, and Lavender Top tubes.

- 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. Do not centrifuge or transfer blood to another tube (except for Tiger Top/SST.) Testing may not be completed on tubes containing less than 1 ML of blood.
- 3.2 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.
- 3.3 After centrifuging, pour off the Tiger Top/SST serum into Red Top “Serum” Pour off Tube. After pour off, discard empty Tiger Top/SST Tube.

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

- 4.1 Fill the Yellow Top Urine Transfer Tube to the “max fill” line for Urinalysis. This tube contains preservatives and CANNOT be used for Heavy Metal Urine Testing.
- 4.2 Pour remaining urine into the White Top Metal Free Urine Tube. Fill this tube completely and seal tightly.

Step 5: Prepare for Shipping: Place all tubes into a segmented absorbent pouch in the CRL biohazard bag (specimen bag).

- 5.1 Fold and place the CRL clinical requisition form into 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 CRL/WorkCare Collection Kit Box.



- 5.2 Place cardboard Collection Kit Box into the FedEx Clinical LabPak, seal Pak, and place the FedEx shipping label in designated location on the Pak, provide the sealed LabPak to the FedEx Courier. Note: multiple specimens collected on the same day can be shipped in a single FedEx Clinical LabPak.