



Specimen Handling Protocol

Processing:

- Collect 5-10ml whole blood sample in an EDTA (purple-top) or ACD-A (yellow-top) tube.
- Non-blood samples should be collected in a no-additive red top tube or a sterile container.
- For tests requiring whole blood samples, store at 4°C and send ambient temperature over night.
- For tests requiring non blood samples, store at 4°C and send on cold pack.
- For tests requiring plasma, the whole blood collected in EDTA or ACD should be centrifuged immediately, (20 minute 1500 x g) the plasma transferred to a pull-off tube, frozen at -80°C and sent on dry ice.
- For fresh tissue samples send on dry ice over night.

Packaging:

- Collect specimen in a leak-proof primary receptacle, i.e. blood collection tube or sterile container
- Place the primary receptacle in leak-proof secondary packaging (sealed biohazard bag) with absorbent material such as gauze or paper towels.
- Place in a crush-proof Styrofoam shipping container with dry ice for frozen specimens or a cold pack for refrigerated specimens.
- Make sure to enclose a completed test requisition form with the specimen but packaged separately.

Shipping: We Do Not Pay for Shipping Charges

Specimens are received **Monday through Friday, 7:30 a.m. to 4:00 p.m.** Specimens sent on a Friday or the day before a holiday will be held until Monday or the following business day.

Ship specimens via standard overnight delivery to:

UPMC Division of Molecular Diagnostics
3550 Terrace Street, Rm. 780 Scaife Hall
Pittsburgh, PA 15213

Billing:

We do not bill patient insurance if the specimen is drawn at a hospital other than a UPMC Health System hospital. If the specimen is from a non-UPMC Health System hospital, please include this on the test requisition form under **Name of Person Responsible for Payment**. Place your facility's name, address, phone and fax number here. Also include the name of a party that can be contacted in regards to institutional billing. If the specimen is drawn at and sent from a physician's office we are able to bill the patient's insurance as a courtesy. Please include all patient demographics and inform the patient that they will be held responsible for any charges not covered by their insurance company.

Specimen Handling 7/21/10