

SPECIMEN SUBMISSION GUIDELINES

Specimen Processing Laboratory/BioRepository, 13 Taft Ct., Room 16, Rockville, MD 20850
Phone (301) 251-8345/ Fax (301) 251-5081

Verification Specimen Kit Instructions

You are receiving this package because a patient at your site had a first-time positive test result for HIV. This shipment contains everything you need to draw the blood for an HIV verification test and to ship to the Specimen Processing Laboratory/BioRepository (SPL/BioR) within the Diagnostics and Countermeasures Branch (DCB).

PLEASE FOLLOW ALL INSTRUCTIONS CAREFULLY

**Blood should ONLY be drawn MONDAY THROUGH THURSDAY.
DO NOT schedule any draws or send kits out Friday, Saturday, or Sunday.**

Use kit BEFORE (mm/dd/yyyy)_____ DO NOT use expired tubes.

Samples should be processed and shipped on the same day of the blood draw.

1. This Kit Includes:

- a. Two (2) CPT Tubes (blue and black tops)
- b. Four (4) PPT Tubes (white top) for a minimum of 4 mL of plasma
- c. Three (3) Cold Packs
- d. One (1) absorbent sheet STP-711
- e. One (1) kPa Bag
- f. One (1) foam block
- g. One (1) UN3373 Biological Substance label
- h. Return FedEx air bill
- i. Test Request Form
- j. Packing Instructions
- k. Example of a completed Test Request Form

2. Procedure:

- a. Label tubes with Patient NAME, SSN, DOB. Un-labeled or mislabeled tubes won't be processed.
- b. Complete Test Request Form, ALL fields need to be completed.
- c. Draw tubes to maximum fill point. Invert 8-10 times to mix.
- d. Tube Processing:

	Centrifugation	Shipment
CPT	Spin tubes within 2 hours of collection. Centrifuge in swing-out rotor centrifuge at 1500-1800 RCF for a minimum of 20 min.	Tubes must be immediately shipped in cold box with ice packs and received at the SPL/BioR within 24 hours. PLEASE EMAIL FEDEX TRACKING NUMBER TO splab@hivresearch.org and Anais Valencia-Ruiz (Laboratory Director) avalencia-ruiz@hivresearch.org
PPT	Spin tubes within 4 hours of collection. Centrifuge in swing-out rotor centrifuge at 1100 RCF for a minimum of 10 min.	

- e. Prep original shipment box by following the included Packing Instructions.
- f. Fill in the fields of the Packing Instructions form.
- g. Affix the UN3373 Biological Substance Label to the outside of the box.
- h. Affix the supplied Return FedEx airbill to the box, and schedule a pick up with FedEx.

For questions about the blood draw, or shipment information, please contact **Anais Valencia-Ruiz (Laboratory Director)** avalencia-ruiz@hivresearch.org (301) 251 - 3032.