

Kit Instructions

You are receiving this package because a patient at your site has 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 ship it to the Department of Laboratory Diagnostics and Monitoring Specimen Processing Lab.

Please draw blood MONDAY THROUGH THURSDAY ONLY. DO NOT SCHEDULE ANY DRAWS OR SEND KITS OUT ON FRIDAY, SATURDAY or SUNDAY.

Please process samples and ship them on the same day of the blood draw. Please try to use kits within a month time span and check expiration dates on tubes prior to drawing patient.

- 1 The plastic container should contain TWO CPT (blue and black top tubes) and FOUR PPT's (white top tubes) per blood draw.
- 2 Please draw the tubes to their proper filling point. Gently invert the tubes 8-10 times and spin in a centrifuge at the specifications outlined below.

Centrifugation procedures

CPT – Spin at 1500g for 25 minutes PPT – Spin at 1100g for 10 minutes If your centrifuge shows only RPM, then convert to g by the formula below: $S = (g / (1.118 * 10^{-5}) * r)^{0.5}$

- 1 Where “r” is the radius of your centrifuge arm, “g” is the value given above (1500 or 1100), and “s” is the value for rpm. The final notation ($^{0.5}$) means take the square root of that half of the equation.
- 2 **IF YOU DO NOT HAVE A CENTRIFUGE, OR IF YOUR CENTRIFUGE CANNOT HANDLE THE TUBES DRAWN, PLEASE CALL SPL (TELEPHONE NUMBERS LISTED BELOW).**
- 3 Please complete the attached paperwork including patient name and identifiers, your site, date and time.
- 4 **PLEASE WRITE/LABEL THE NAME, SSN AND DOB OF THE PATIENT ON THE PAPERWORK AND ON EACH OF THE TUBES. (Non-labeled tubes will be discarded upon receipt.)**
- 5 After centrifugation, place the tubes into whatever material the tubes were originally packaged in (plastic bag and bubble wrap, or hard plastic or cardboard container).
- 6 Replace the cold packs enclosed with refrigerated cold packs of your own, or refrigerate these overnight.
- 7 Put the label that says “Biological Substance Category B” on the box, use the enclosed FedEx form and call FedEx for pickup.
- 8 **Email splab@hivresearch.org with the tracking number of the box that you are about to ship.**

If you have any questions about the blood draw, centrifugation, or shipment of the tubes, please contact **Netasha Johnson at 301-251-8345 (lab) or 301-251-3034**. Thank you for your help.