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Guidelines for Handling and Shipping of Blood Samples

Please follow these steps:

1. Fill out the **Requisition Form**. That form is provided on our website (www.biofocus.de).
2. Enclose the form in the box with the blood samples or fax to Biofocus
3. Twenty ml of blood is needed for the analysis (plus (30 ml for cellular NK-test). Please see below how the blood should be drawn. **Avoid sampling immediately after administration of any i.v. medication.**
4. Prepare the blood samples as described below for shipment to us. It is important to send the samples cooled as quick as possible.

If you have any further questions, do not hesitate to contact us by email, phone or fax. Contact addresses are:

Dr. D. Bachg (bachg@biofocus.de). Tel. +49 2361 3000-144. Fax +49 2361 3000-162
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What kind of specimen should be provided to Biofocus?

- The analyses are usually made from blood.
- We usually need about **20 ml of freshly drawn blood**, provided in two **heparinized glass BD Vacutainers**, 10 ml, green cap.
For the cellular NK-test, send 30 ml blood **in addition**. Ask Cameron Packaging for additional blood vials.
- Comparable blood drawing vessels are also suitable, however they **must** contain **heparine** as anti-coagulant and **must** be made of **glass!** Please see below how the blood should be drawn in detail.

How should blood be drawn by the physician?

The blood should be drawn in BD Vacutainers. It is important to use heparinized Vacutainers made of glass and not of plastic! In total, about 20 ml of blood in two Vacutainers is needed for a complete analysis.



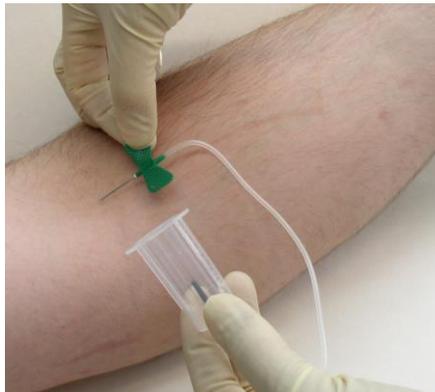
Materials required:

- 1 BD Vacutainer blood collection set (butterfly)
- 2 BD Vacutainer holder
- 3 BD Vacutainer collection tube, 10 ml (glass, green cap, **sodium heparine** for anticoagulation).



Step 1:

Remove the blood collection set from the packaging and attach it to the BD Vacutainer holder. Never use a blood collection set without the holder.



Step 2:

Access the vein using standard needle insertion technique. If the vein is properly accessed, blood will enter the tubing.



Step 3:

While the needle is still in the vein, apply the green capped glass tube to the BD Vacutainer Holder until the tube is filled with blood. Remove the tube from the holder. If more than one tube has to be collected, insert a new one into the holder.

Upon completion of collection, apply light pressure to blood collection site and withdraw blood collection set.

IMPORTANT: Turn the blood collection tubes several times upside-down to disperse the heparine in the blood evenly!

How should the specimens be shipped to Biofocus from Overseas?

- Samples should arrive within **48 hours** at Biofocus
- Feel free to send per **FedEx International Priority** service on Biofocus FedEx account. Please inquire for our FedEx account number. Description on the waybill: „non-hazardous, non-infectious human blood samples for in vitro diagnostic testing“. **IMPORTANT:** To avoid custom delays, include an appropriately filled commercial invoice (template see our website).
- U.S. shipment must be on Mondays or Tuesdays to arrive in time before the weekend
- The samples must be shipped at 41-50°F (5-10°C). **Do NOT use dry ice for cooling!**

Contact for ordering blood shipment kits:

North America:

Cameron Packaging, Lima OH, phone: 419 222 9404, www.cameronpackaging.com

Other countries:

You may contact us directly: Biofocus, phone +49 2361 3000-130, prix@biofocus.de



Blood shipment kit required:

- 1 Standard cooling box (e.g. foam box)
- 2 Secondary receptacle with adsorbent (towel) and blood BD Vacutainer
- 3 Refrigerated ice packs for cooling – **do NOT freeze icepacks!**

for ordering complete kits see above



Step 1

Since the Vacutainer is made of glass, it is important to put the vacutainer in an appropriate secondary receptacle to protect it from breaking.



Step 2

Put the protected Vacutainer together with the ice packs in the foam box. Use a carton box as outer package. Ship the same day of sampling.

Label the outer package as **“EXEMPT HUMAN SPECIMEN”** (see next page for appropriate label)

Please use this label for the outer carton package:

**EXEMPT
HUMAN
SPECIMEN**