

BLOOD SPECIMEN COLLECTION INSTRUCTIONS

- Note:** A) Blood specimen collection must be performed only by a physician, registered nurse or trained phlebotomist.
B) This kit contains a shielded blood collection needle adapter. Please refer to the reverse side of this instruction sheet for instructions on it's use.

— MEDICAL PERSONNEL —

- STEP 1** Remove all components from kit box.
- STEP 2** If applicable, fill out all information requested on the enclosed CONSENT FORM, then have subject sign form where indicated.
- STEP 3** Cleanse the blood collection site with the alcohol-free prep pad provided. Following normal hospital/clinic procedure and using the multi-sample needle, shielded blood collection needle adapter and blood tubes provided, withdraw blood specimens from subject, allowing both tubes to fill to maximum volume.

Note: A) Immediately after blood collection, assure proper mixing of anticoagulant powder by slowly and completely inverting the blood tubes at least five times. **Do not shake vigorously!**

B) **Do not** return used needle, prep pad or shielded blood collection needle adapter to kit box. Discard using the recommended OSHA guidelines.

- STEP 4** If applicable, fill out all information requested on the BLOOD COLLECTOR'S REPORT, then have witness sign where indicated.

— INVESTIGATING OFFICER —

- STEP 5** Fill out all information requested on both Specimen Seals then have collector initial seals where indicated.
- STEP 6** Remove backing from Specimen Seals. Affix center of seals to the blood tube rubber stoppers, then press ends of seals down the sides of the blood tubes.
- STEP 7** Return both filled and sealed blood tubes to holder.
- STEP 8** Fill out all information requested on Investigating Officer's Report on the holder flap, then initial and affix Evidence Seal where indicated on flap.
- STEP 9** Place sealed specimen holder inside the ziplock bag, then squeeze out excess air and close bag.

Note: Do not remove liquid absorbing sheet from ziplock bag.

- STEP 10** Return ziplock bag containing sealed specimen holder to the kit box and close lid. Remove backing from the Kit Box Shipping Seal and affix to box where indicated.
- STEP 11** Fill out all information requested on box top, then either mail or hand deliver sealed kit to laboratory for analysis.