

Sending Specimens to the Laboratory

1



Courier will come to the facility to pick up the samples at the scheduled time.

2

In-charge to:

- Open envelope - make sure specimen for each Laboratory Requisition Form
- Confirm remaining labels are attached to each requisition form
- Document quality of each specimen in Section 3 of requisition form.



3



Section 5a of Laboratory Requisition Form

Courier will complete Section 5a of Laboratory Requisition Form for each specimen being sent to the laboratory.

4



Section 1 of Specimen Tracking Log

In-charge will complete Section 1 of Specimen Tracking Log.

5



Section 2 of Specimen Tracking Log

Courier will complete Section 2 of Specimen Tracking Log.

6

If risk surveys conducted:

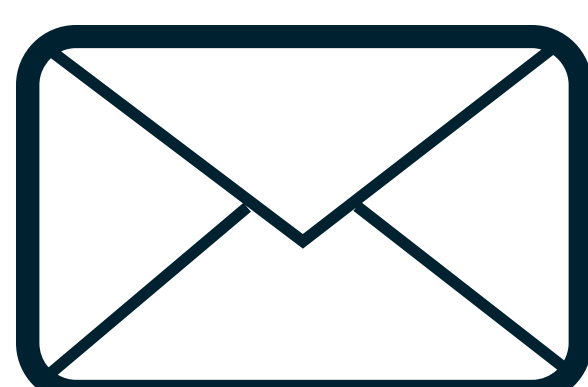
In-charge to:

- Seal envelope, label as "**Participant Risk Questionnaires**", document the number of forms enclosed.
- Confirm the number of risk questionnaires matches the number of specimens in the cooler (if venous blood) or folder (if DBS)

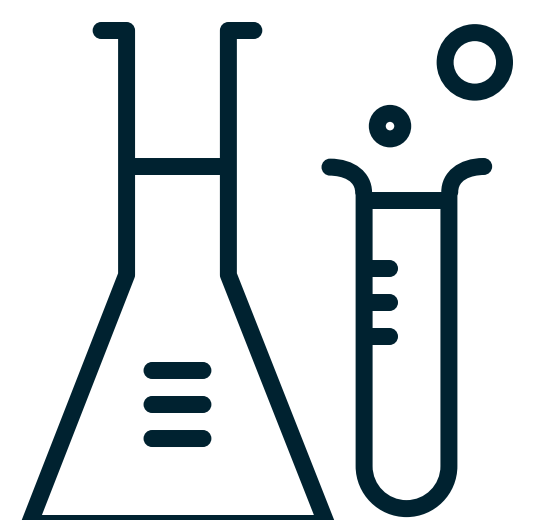


7

Venous Specimens



DBS Specimens Requisition Forms



Courier will transfer the samples and forms into his cooler box and/or envelope in his/her secure container, and depart with specimens for Hub or Central Lab.