

## **AMINO ACIDS, PLASMA COLLECTION & SHIPPING INSTRUCTIONS**

### **KIT CONTENTS**

- |                        |  |
|------------------------|--|
| 1 - Requisition Form   | 1 - Ice Pack                                       |
| 1 - Instruction Sheet  | 1 - Cardboard Shipping Box                         |
| 1 - Lavender EDTA Tube | 1 - Styrofoam Container                            |
| 1 - Pipette            | 1 - UPS Next Day Air Pack (US & Canada only)       |
| 1 - Transfer Tube      | 1 - UPS Next Day Shipping Label (US & Canada only) |
| 1 - Biohazard Bag      |  |

**CAREFULLY READ COLLECTION AND SHIPPING INSTRUCTIONS THOROUGHLY BEFORE STARTING.  
UPON RECEIPT – REMOVE LID FROM STYROFOAM CONTAINER AND PLACE INTO  
THE FREEZER – DO NOT REMOVE THE ICE PACK.**

**PLEASE NOTE:** When shipping the specimens back to the lab, send Monday through Thursday Only. **DO NOT SHIP ON FRIDAYS AS DELIVERIES ARE NOT ACCEPTED ON SATURDAY OR SUNDAY.**

**OBSERVED HOLIDAYS ARE AS FOLLOWS: NEW YEARS DAY, MEMORIAL DAY, FOURTH OF JULY, LABOR DAY, THANKSGIVING DAY AND THE DAY AFTER, AND CHRISTMAS DAY.**

**DO NOT SEND SAMPLE(S) THE DAY PRIOR TO OR THE DAY OF A HOLIDAY.**

### **COLLECTION INSTRUCTIONS**

**THE PATIENT MUST BE FASTING FOR 8-12 HOURS.**

1. Draw one full lavender top (EDTA) tube
2. Immediately centrifuge the specimen for 10 minutes. ***Hemolyzed specimens are unacceptable and will be rejected.***
3. Pipette 2 mL of plasma into the transfer tube.
4. Label the transfer tube with the patients name and date collected.
5. **FREEZE THE PLASMA IMMEDIATELY.** Keep frozen until ready to ship.
6. Complete the enclosed requisition form; include payment (if required)

### **SHIPPING INSTRUCTIONS**

1. Put the requisition form into the pocket on the outside of the biohazard bag.
2. Place the transfer tube in the biohazard bag and seal.
3. Place the biohazard bag next to the frozen ice pack in the styrofoam container.
4. Place the styrofoam container in the cardboard shipping box.
5. Place the shipping box in the UPS next day air pack and seal securely.
6. Place return shipping label with barcode on the outside UPS next day air bag.
7. Save return receipt with the tracking number for your records.
8. Send specimens Monday through Thursday only.
9. Call UPS toll free at **1.800.742.5877** for a pickup or for the nearest drop location. UPS will only pick up on weekdays.
10. When calling for UPS pickup, request “ON CALL AIR” only. **DO NOT request a one-time pickup.** Meridian Valley Lab pays for “ON CALL AIR” only. UPS expects the patient to pay for a one-time pick up

