

Chapter 20

Blood Collection and Processing

The LLFS Central Laboratory will supply a collection kit to the field centers that will contain the appropriate collection tubes, processing instructions, shipping label, packaging for IATA approved shipment, gel packs for temperature regulation, and shipping instructions. The field centers will supply the items required for venipuncture, centrifugation of the SST tubes, and biohazard containment.

Participant should be strongly encouraged to fast (taking only water) for at least 8 hours prior to venipuncture since non-fasting will impact several of the laboratory test results. If the participant absolutely cannot fast for this amount of time, collect the blood samples anyway. The Venipuncture Form (13) requires recording the time since last food. This will be taken into consideration when testing or evaluating test results from a non-fasting sample.

A protocol for blood collection and processing by non-LLFS, local health care providers at distant locations is included in Chapter 20, Appendix 3.

Procedures to Be Performed. The goal of the blood collection, as outlined in the LLFS Study Design, is to collect six (6) tubes of blood from each participant. However, the amount of blood collected will be left to the discretion of the phlebotomist or research assistant, based on the individual's physical condition and tolerance. A protocol for this is outlined in more detail in the Certification Training Module and later in this chapter. With the blood samples collected, the LLFS Study Design specifies that the following laboratory tests will be performed:

1. Creatinine
2. Glucose
3. Total cholesterol
4. HDL-cholesterol
5. LDL-cholesterol (Calculated LDL if triglycerides are < 400)
6. Triglycerides
7. Glycosylated hemoglobin
8. Complete blood count (CBC), differential and platelet
9. Cryopreservation of lymphocytes
10. Storage of serum, plasma, packed cells, and whole blood for future testing

Collection Kit Contents:

IMPORTANT NOTE: When kits are received at the field center, be sure to put a supply of the small gel packs in their Styrofoam shipping box into the freezer (-20°C) so they will be frozen and ready when needed.

- 1 8.0 mL Cell Preservation Tube (CPT)
- 2 7.5 mL double gel transport serum separator blood collection tube (SST)
- 1 10 mL EDTA blood collection tube
- 1 4.5 mL sodium citrate collection tube
- 1 PAXgene blood RNA collection tube
- 2 Large gel packs for room temperature regulation

Collection Kit Contents (Continued):

- 1 Small gel pack for cold temperature regulation. Keep a supply of gel packs frozen (-20°C) into their Styrofoam boxes. They are then available on short notice.
- 2 Tube holders, cardboard sleeves and boxes – one for refrigerated tubes and one for ambient tubes
- 2 Ziploc sealing bags to contain potential leakage/contamination
- 2 Absorbent wadding strips
- 1 Paper toweling for tube protection during transport
- 1 Packaging and shipping instructions
- 1 FedEx billable stamp (air bill) – for US centers
- 1 Oragene saliva collection system for genetic material (for use only if blood collection fails)

Supplies Provided by Field Center:

BD Safety-Lok Blood Collection Set or equivalent (required for collection of PAXgene tube)
 Vacutainer tube holders
 Alcohol swab
 Tourniquet
 Gloves
 Bandage or gauze and tape
 Biohazard containment system
 Strapping tape to seal shipping box
 Portable power supply
 Centrifuge
 Participant ID labels
 Timer

Smelling salts, ice packs, and washcloths should be readily available for patients who become faint during the blood draw.

Home Visit Preparation: Before leaving for the blood collection visit, take a small gel pack, frozen into a Styrofoam shipping container, from the freezer and add to the blood collection kit. **BEFORE BLOOD COLLECTION, YOU MUST HAVE FROZEN A SMALL GEL PACK IN THE STYROFOAM SHIPPING CONTAINER.**

VENIPUNCTURE PROCEDUREPrecautions for Handling Blood Specimens:

- Handle all blood specimens as potentially infectious. OSHA rules mandate that technicians must always wear disposable protective gloves when collecting and processing specimens. Use 0.5% sodium hypochlorite (household bleach diluted 10-fold) to clean up any spills of blood, plasma, or serum and to wipe down the entire blood collection and processing work area at the end of each work day. OSHA regulations require that all needles and sharp instruments be discarded into puncture resistant containers and properly disposed of in biohazard waste (not the routine trash). Place all blood-contaminated products in biohazard bags for proper disposal.

Pre-venipuncture Preparation:

- Make certain the participant is in a comfortable position, sitting in a chair for a minimum of five minutes.
- Affix the participant's name and study ID# to the Venipuncture Form (13).
- Complete the phlebotomy screening questions on page 2 of the Venipuncture Form.

Record information requested on Venipuncture Form (13) Blood Drawing – Section A:

- Today's Date. Record the blood collection date of the participant's venipuncture procedure in European format (day/month/year).
- Ask the participant “Do you have any bleeding disorders?” If the participant says they have a bleeding disorder, consult with the designated senior staff member to determine whether venipuncture should be performed or not. If the participant does not know whether they have a bleeding disorder, offer the explanation: "If you have a bleeding disorder, you would have had symptoms like excessive nose bleeds, very easy bruising, or problems with bleeding after a tooth extraction or any type of surgery."
 - If the participant is still unsure, consult with the designated senior staff member before proceeding.
 - When the participant reports a bleeding disorder, specify the type of bleeding disorders as briefly as possible in Item 17 of the Venipuncture form. In general, having a bleeding disorder is not a reason for participant deferral because blood is collected from patients with very severe bleeding disorders clinically routinely. A gauze and tape bandage is applied. However, participants who have a bleeding disorder should be instructed to elevate their arm and maintain mild pressure on the venipuncture site for a minimum of 10 minutes following blood collection. Furthermore, closely monitor the participant and venipuncture site during the blood pressure measurements.
- Ask the participant “On which day did you last eat or drink anything except water?” Check "1" (today) "2" (yesterday) or "3" (before yesterday).
- Ask the participant “And at what time was that?” Fill in the field using regular 12-hour clock time (12:01-11:59) and select "a.m." or "p.m."

Venipuncture and Processing:

- Label each tube with the LLFS participant ID# label. Place this label directly over the tube manufacturer's label. The ID label must be attached so the barcode runs lengthwise on the tube. Write the blood collection date and time on the label of the CPT tube (the first tube collected). **NOTE:** Labels on these tubes cannot contain any other participant identifying information (e.g., participant's name) and should only be labeled with the ID# barcoded label, the gender code, and the date/time of collection.
- Fill the six (6) evacuated blood collection tubes provided in the following order:
 - Tube 1 – Blue/black topped CPT tube (for cryopreservation of lymphocytes)
 - Tube 2 – Red/gray topped SST tube (for creatinine, glucose, lipid panel, stored serum for future testing)
 - Tube 3 – Lavender topped EDTA tube (for CBC/diff/platelet, glycosylated hemoglobin, stored EDTA-plasma, stored buffy coat for DNA)
 - Tube 4 – Blue topped sodium citrate tube (for stored citrated-plasma for future testing, stored buffy coat for DNA)
 - Tube 5 – Red topped PAXgene tube (for RNA expression tests)
 - Tube 6 – Red/gray topped SST tube (for stored serum for future testing)
- Remove the tourniquet after the first tube fills. Allow all tubes to fill to the capacity determined by the amount of vacuum in each tube (make sure the blood has stopped flowing into the tube before removing the tube from the tube holder). Gently invert each tube eight times immediately after collection.
- *During collection of the PAXgene tube, be sure to hold the tube vertically and keep it below the level of the participant's arm.* This is important to avoid any possible backflow of the PAXgene tube contents into the participant's vein. Also, make certain that the tube additives do not touch the stopper or the end of the needle during venipuncture. Allow at least ten seconds for a complete blood draw to take place. To ensure a draw volume of 2.5 mL of blood and the correct additive/blood ratio, make sure that the blood has stopped flowing into the tube before removing the tube from the tube holder.

- If you are having trouble with blood flow and need to reposition the needle, be sure to remove the tube from the collection device before attempting to reposition it. This will prevent loss of vacuum in the tube if the needle is removed from the arm, either intentionally or unintentionally.
- Remove the last tube from the collection device before removing the needle from the patient's arm. Immediately apply pressure to the venipuncture site until bleeding stops. Then apply a bandage to the venipuncture site.
- If venipuncture attempts fail to yield at least tubes #1 through #3, an Oragene saliva DNA collection must also be performed as an alternate source of DNA. See Appendix 1 for saliva collection instructions using the Oragene collection kit.
- If it is not possible to collect all six tubes, save any blood collection unused tubes that have not been punctured and return them in the shipping container for re-use. (Some of the tubes are very expensive, and unused tubes in new, unused condition can be re-packaged into another collection kit.)
- If it is not possible to collect any of the blood collection tubes, collect saliva for genetic material as described in Appendix 1.
- Red/gray topped SST tubes: After drawing and inverting eight times, allow blood to clot at room temperature for a minimum of 30 minutes. As soon as possible after 30 minutes, but not longer than 45 minutes, spin tube at 1200 rcf for 15 minutes at room temperature. This is the maximum speed setting on the portable centrifuge. See Appendix 2 for complete centrifugation instructions.

Record the requested information on the Venipuncture Form – sections A, B and C:

- **Number of venipuncture attempts.** Record the total number of venipuncture attempts made on the participants by ALL technicians.
- **Time venipuncture ended?** Record the time of venipuncture on the form. This is the time when the blood collection is completed. Fill in the time field using regular 12-hour clock time (12:01-11:59) and select "a.m." or "p.m.".
- **Code number of Phlebotomist.** Record the code number of the phlebotomist who performed the blood drawing procedure. If more than one technician attempts to draw blood, enter the code of the first phlebotomist.
- **Is this a non-LLFS local health care provider blood collection?** Blood collections made by LLFS field center personnel should answer “No” to this question. Check “Yes” to this question before placing a Venipuncture Form in a collection kit that will be sent to a local health care provider for blood collection, processing, and shipment to the Central Laboratory.
- **Time at which SST1 & SST2 tubes were spun.** Record the time at which the centrifuge containing these tubes began to spin, using the standard time format.
- **Date specimen tubes were shipped:** Record the date in European format (day/month/year).
- **Time specimen tubes were shipped:** Record the time using the standard 12-hour time format showing am or pm.
- **Code number of technician processing the blood.** Record the code number of the technician who centrifuged the blood and shipped the samples.
- **Blood Drawing Incidents:** Record any of the listed incidents that occurred during venipuncture by placing an "X" in the appropriate box.
- **Comments on blood drawing and processing:** Include any clarifications or other information relevant to the assays being performed that are not included on the Incident Report or elsewhere. This information will be keyed into the Venipuncture record. Be as clear and concise as possible. Examples of information that should be provided are: vein collapse, hematoma, vein hard to get, leakage at venipuncture site, excessive duration of draw.

PRECAUTIONS - WHEN A PARTICIPANT FEELS FAINT OR LOOKS FAINT DURING OR FOLLOWING THE BLOOD DRAWING:

1. Have the person remain in the phlebotomy chair. If necessary, help the participant to the floor and have them lie on the floor with their legs slightly elevated. Use of a patient transfer belt may be useful in this situation.
2. Take an ampoule of smelling salts, crush it, and wave it under the person's nose for a few seconds.
3. Provide the person with a basin if he/she feels nauseous.
4. Have the person stay seated or lying down until they feel better.
5. Have someone stay with the person for at least five minutes after the participant feels better to prevent them from falling and injuring themselves if they should faint.
6. Place a cold wet cloth on the back of the person's neck or on their forehead.
7. Once the episode has passed, some fruit juice may be given to the participant in order to counteract any possible hypoglycemia due to their fasting status.
8. If the person continues to feel sick, take a blood pressure and pulse reading. Contact a medical staff member, who should be able to advise you on any further action that needs to be taken.

Alternative DNA Collection (Section D): This section of the Venipuncture Form is to be completed only if the Oragene Collection Cup is used as an alternate DNA source. The Oragene cup should be used only if blood collection attempts have been unsuccessful.

Specimen Packing and Shipping: The collection samples are shipped to the LLFS Central Laboratory in the dual temperature combined specimen shipping boxes provided. Samples may be collected any day of the week, but Saturday and Sunday collections are discouraged. Specimens must be shipped on the day of collection. Use the FedEx “billable stamp” (preprinted FedEx address label) provided. *Check the Saturday Delivery box on the FedEx billable stamp whenever shipments are sent on a Friday.*

If packaged according to detailed instructions supplied, this package will meet IATA guidelines for transport of diagnostic laboratory samples. Tubes must be maintained during shipment at two different temperatures: near refrigerator temperatures (~4 °C) and near typical room temperature (~25 °C).

Room Temperature Tubes: Place the black/blue topped CPT tube and the red topped PAXgene tube into the 5-slotted Styrofoam container that also contains an absorbent strip (without the frozen gel pack). If there are any unused, unpunctured blood tubes, also place them in this tube-holder. Replace the container in the cardboard sleeve and carefully insert this box into the zippered bag and seal.

Refrigerated Tubes: Wrap the lavender topped tube, blue topped tube, and the two centrifuged red/gray topped tubes in sheets of paper toweling provided for protection from breakage. Place wrapped specimens and absorbency strip into zippered bag and seal. If there was a partial blood collection, and the Oragene saliva DNA collection system was also used, include the filled the Oragene container in the bag as well. If the blood collection was completely unsuccessful, and only the Oragene container was filled, follow the shipping instructions found in Appendix 1. Place the plastic bag into the Styrofoam shipping container with the *frozen* gel pack, and then place the container in the cardboard box.

Box Assembly: Place the box containing the assembled /cardboard box of refrigerated specimens in half of the box. Place a large room-temperature gel pack in the outer shipping container so that it lies next to the refrigerated specimen box. Place the assembled 5-place tube holder and sleeve on top of the gel pack. Place the second room-temperature gel pack on top of the 5-place tube. Close and seal the box with strapping tape.

U.S. Center Shipping Instructions:

- Peel off the right side of the FedEx “billable stamp” and affix it to the outside of the box. Record the site address and telephone number in section 1. *For shipments sent on Friday, check the Saturday Delivery box and place a Saturday Delivery label on the outside of the blood FedEx box.* The left side of the form may be kept for your records. Call the LLFS Central Laboratory (612-273-3645) to provide the 12-digit FedEx tracking number.
- There are two options for getting the assembled specimen box to FedEx: take it to a Staffed FedEx drop-off location or return it to the field center and call FedEx for a package pick-up. In either case be sure the package will be picked up in time for next day delivery to the Central Laboratory. The website queries to identify a FedEx drop-off location nearest the participant’s address should be performed before entering the field:
 - Option 1: Drop the box at the nearest FedEx Service Center or FedEx/Kinko's location. The nearest locations of these can be found as follows: Go to their website, Fedex.com. In the Ship tab drop down menu, click on Find Locations. Enter the street address, city, state, and zip code of the participant. In the Show Me These Types of Locations window, *select only FedEx Staffed.* Click on Find Locations. A list of Federal Express drop-off locations with their hours of operation and last express drop off time is provided. If it is a Kinko location, it states that fact, otherwise it is a FedEx Service Center.
 - Option 2: Contact FedEx (1-800-GO-FEDEX) for pickup at the LLFS field center when you plan to bring the specimens back to the field center in time for the FedEx daily pickup. When calling FedEx, say the word "rep" when the first menu is presented. This will connect you to a representative who will arrange the pickup. Tell the representative that you have a "billable stamp pickup". The package will then be picked up at the address provided. Do not leave the package at the participant's residence.

Denmark Shipping Instructions: Some procedures will differ somewhat for the Denmark Field Center; these are briefly summarized below:

- The samples collected by the Denmark Field Center personnel will be shipped to their laboratory via the Danish postal service which provides next day delivery. Samples will be processed by the Denmark Field Center Laboratory using procedures identical to the Central Laboratory. Aliquots of serum, plasma, and buffy coat will be shipped on dry ice to the Central Laboratory in batches via Federal Express. It is anticipated that there will be a shipment every 2 – 3 weeks. Aliquots for each participant will be divided into two separate shipments so that, in the rare instance of a lost or delayed shipment, there will still be viable aliquots for every participant. Due to Danish restrictions, the cryopreserved lymphocytes will remain at the Denmark Field Center Laboratory.

CENTRAL LABORATORY PROCESSING

- Sample receipt in the laboratory will be confirmed with the shipping Field Center by using the FedEx tracking system to send an e-mail to the person(s) designated by each Field Center.
- Upon receipt in the laboratory each tube will be logged and processed and stored as follows (assuming collection of six full tubes):
 - CPT tube: 2 vials of cryopreserved lymphocytes will be processed and lymphocytes cryopreserved in liquid nitrogen (US Central Laboratory in Minneapolis) or -135° C (Denmark

- Central Laboratory). As a quality control indicator that these cryopreserved cells are viable, two samples per month will be transformed throughout the study.
- EDTA tube: A small amount of well mixed EDTA-anticoagulated whole blood will be removed for performing CBC/WBC differential/platelet assays, measurement of glycosylated hemoglobin, and for spotting whole blood onto FTA paper for potential confirmation of sample identity at a later time; after centrifugation, eight aliquots (0.25 – 0.5 mL each) of platelet-poor plasma will be stored at -70°C ; one aliquot of buffy coat will be stored at -70°C for later DNA isolation.
 - SST tubes: 15 aliquots (0.25 – 0.5 mL each) of serum will be stored at -70°C ; one aliquot of serum will be used upon receipt, prior to freezing for glucose, cholesterol, HDL-cholesterol, triglycerides, and creatinine assays.
 - Sodium citrate tube: Four aliquots (0.25 – 0.5 mL each) of citrate-anticoagulated plasma will be stored at -70°C ; one aliquot of buffy coat will be stored at -70°C for later DNA isolation.
 - Paxgene tube: This entire unopened tube will be stored frozen at -70°C , after initially storing them for 24 hours at -20°C to allow slow freezing of the contents.
 - A computerized inventory of aliquot type, approximate volume, and storage location will be maintained by both the Denmark and US central laboratories.

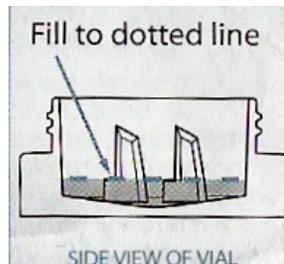
Chapter 20: Appendix 1

Collection of Saliva from Participants Unable or Unwilling to Provide Blood

Materials Required: Oragene DNA Self-Collection Kit, Catalog no. MO-2 which is manufactured by DNA Genotek, Inc., 29 Camelot Drive, Unit 200, Ottawa, Ontario, Canada K2G 5W6.

Procedure:

1. Ask the participant to rinse their mouth with tap water to remove any existing food particles.
2. Wait at least one minute following the rinse before beginning the saliva collection.
3. Spit the saliva into the Oragene container.
4. Keep spitting until the amount of liquid saliva (not counting foam) reaches the top of the blue tab as indicated by the dotted line in the figure. This is approximately 2 mL of saliva. More can be collected if the participant is willing. (The more saliva collected, on average, the more DNA that can be isolated.)



5. Tighten the cap firmly. This action releases reagents from the within the cap.
6. Gently mix the specimen by inversion several times.
7. Label the Oragene container with the participant's ID label by wrapping it around the container.
8. Place the Oragene container inside the plastic biohazard bag and place it inside of the pre-addressed mailing envelop.
9. Add \$0.63 postage to the mailer.
10. Mail the Oragene container to the central laboratory.
11. Return and complete Section B, Q10-12, as appropriate if any blood tubes that were collected, along with Section C and Section D on the Venipuncture Collection Form.

Chapter 20: Appendix 2

Centrifugation of SST Tubes

Field personnel should have a portable centrifuge for their use in the general area where the blood collection is to be performed. The recommended centrifuge is the Fisher Centrifig Model 228. This unit operates at one, fixed speed. Other manufacturers and models are acceptable, but the specimens must be centrifuged at a minimum of 1,200 rcf (*g*-force) for 15 minutes. The centrifuge requires an external power source. This source may be the standard electrical wall receptacles within the participant's residence that supply the usual AC voltage and Hertz (in the US: 120 volts AC at 60 cps; in Denmark: 230 volts AC at 50 cps). If the participant is unwilling to allow blood centrifugation in their residence, the electrical power can be provided from a rechargeable battery pack with a DC to AC power inverter appropriate for the centrifuge.

OPTION 1: Using electricity within the participant's residence

Before beginning the venipuncture procedure, ask the participant if he or she will allow the centrifuge to be plugged in and operated within their residence. The power requirements of the centrifuge are very minimal, and pose no threat to their electrical system. If the participant is uncomfortable with having the centrifuge in their kitchen or living area, offer to locate it in a bathroom, storage area or basement. Bring a square piece of plywood or large cutting board to serve as a base for the centrifuge. Bring a grounded (3-prong) extension cord in case the electrical receptacle is some distance from a convenient centrifugation site.

Procedure:

1. Place the centrifuge on a firm surface, plywood, or cutting board.
2. Plug the centrifuge into a wall outlet. Use the grounded extension cord if necessary.
3. Load the SST tubes to be centrifuged into the rotor. The tubes must be balanced for safe centrifuge operation. If only one SST tube has been collected, fill another SST tube with an amount of water equal to the blood volume in the collection tube, and place it opposite the blood-filled SST tube in the rotor. If a full SST tube and a partial SST tube were collected, fill two extra SST tubes with water equal to the two different blood volumes, and place each water-filled tube opposite the corresponding blood-filled tube in the rotor.
4. Close the lid on the centrifuge, and lock the latch. For safety reasons, the centrifuge will not operate unless the lid is closed and locked shut.
5. Turn the timer to 15 minutes. Centrifugation will begin and will stop automatically after 15 minutes.
6. After the centrifuge automatically shuts off, remove the tubes and continue blood processing for shipment as described in the protocol. NOTE: If good clot and serum separation has not been achieved (serum well separated from the red blood cells by the gel separating material), repeat centrifugation for an additional 15 minutes.

OPTION 2: Using a Portable Power Supply

If the participant will not allow the blood specimens to be centrifuged in their residence, it will be necessary to plug the centrifuge into a portable power pack. The power pack should typically be stored in the trunk of the phlebotomy technician's vehicle with the portable centrifuge, where the centrifugation can be performed if necessary. The recommended power supply is the Powerpack 300 Plus, manufactured by Xantrex International, Inc. It may be purchased through the manufacturer's website <http://110220volts.com>. The Powerpack 300 Plus contains a rechargeable (from an AC wall receptacle or a vehicle's DC source) 12-volt DC lead-acid battery, which is similar to a typical car battery, and a DC to AC power inverter. US and European (Danish) centrifuges require different AC voltages and frequencies (Hertz or cps), so the US power pack cannot be used with the Danish centrifuges or vice versa. After the battery is fully charged, the centrifuge may be plugged directly into the grounded outlet on the Powerpack.

Read the complete Powerpack 300 Plus Owner's Guide before use. The Powerpack will automatically shut off if excessive surge power is drawn or if the DC battery's voltage falls below 10 volts. The Powerpack 300 Plus will produce an audible alarm when the battery charge reaches 10.7 volts, indicating that it is getting very low on power and needs recharging as soon as possible.

Procedure:

1. Fully charge the battery. Upon receipt, the initial charge may require up to 40 hours while plugged into a standard electrical outlet. The Powerpack 300 Plus has a display feature that indicates the status of battery charge. A fully charged battery is capable of completing at least five 15-minute centrifugation sequences. The Powerpack 300 Plus should be recharged each night to ensure adequate power for the following day's work.
2. After collecting the specimens and allowing the SST tubes to clot, bring the SST tubes to the vehicle for centrifugation.
3. Make sure the centrifuge is in a stable position.
4. Turn the Powerpack 300 Plus' AC outlet switch ON.
5. Plug the centrifuge into the grounded outlet on the Powerpack 300 Plus below the switch.
6. Load the SST tubes to be centrifuged into the rotor. The tubes must be balanced for safe centrifuge operation as usual. If only one SST tube has been collected, fill another SST tube with an amount of water equal to the blood volume in the collection tube, and place it opposite the blood tube in the rotor. If a full SST tube and a partial SST tube were collected, fill two extra SST tubes with water equal to these blood volumes, and place these tubes opposite the corresponding blood tube in the rotor.
7. Close the lid on the centrifuge and lock the latch. For safety reasons, the centrifuge will not operate unless the lid is latched is not closed and locked shut.
8. Turn the timer to 15 minutes. Centrifugation will begin automatically.
9. After returning to the residence to continue the exam, set a portable pocket timer for 15 minutes as a reminder to remove the tubes from the centrifuge.
10. After the centrifuge shuts off, turn the AC outlet switch OFF.
11. Remove the tubes and continue processing as described in the standard protocol. NOTE: If good separation has not been achieved (serum well separated from the red blood cells by the gel separating material), repeat centrifugation for an additional 15 minutes.
12. Recharge the battery overnight.

Chapter 20: Appendix 3

Local Health Care Provider Blood Collection

In some circumstances, the LLFS Study proband relative may be located outside of the LLFS field centers' normal catchment area. In these situations, it will be necessary for the LLFS field center either to send a LLFS staffed non-catchment area interview/blood collection team to the participants residence, or if this is not logistically or economically feasible, to collaborate with local blood collection services and/or health care providers for the collection, processing, and shipment of blood to the LLFS Central Laboratory. The same blood collection kits supplied to the field centers by the LLFS Central Laboratory should be used for these remote site collections by local health care providers except that the blood collection tubes will be pre-labeled. Specific detailed written instructions for processing, shipping, and any necessary payment for the blood collection and processing service need to be added by the field center staff prior to sending the collection materials and instructions to the local health care provider. These instructions are intended only for very rare blood collections remote from LLFS field centers within the continental U.S. who cannot be collected by a traveling LLFS non-catchment area interview/blood collection team. A protocol for remote collections outside the continental United States will be determined on a case-by-case basis.

LLFS Field Center Responsibilities:

1. Arrangements for the Local Health Care Provider Blood Collection visit will be made by the LLFS field center staff including arranging a mechanism for payment, if necessary.
2. It is necessary to send the blood collection materials and transport box directly to a local health care provider or a local phlebotomy staff, so that the instructions can be reviewed prior to collecting blood from the participant and to allow a minimum of 24 hours for freezing the gel pack so that appropriate temperature can be maintained during shipping. Complete the following tasks prior to sending the remote kit:
 - (a) Print the assigned bar-coded LLFS ID labels and affix them to all blood collection tubes.
 - (b) Add a Venipuncture Form labeled with the participant's ID# to the kit. Be sure to check "Yes" for QB8, "Is this a Non-study, Local Health Care Provider Blood Collection and Processing?"
 - (c) Add a copy of the "Instructions for Local Health Care Provider Blood Collection and Processing" and "Instructions for Shipping Local Health Care Provider Collected Blood" protocols. (These instructions which are shown below should be copied onto the front and back of one sheet of paper).
 - (d) Add one set of "extra tubes for remote collections" to the kit.
 - (e) Include a copy of the signed consent/medical release form from the participant.
 - (f) If the specimen will be shipped on a Friday, include Saturday delivery labels for the provider to place on the outside of the blood collection kit.
3. Fax a completed "Non-study, Local Health Care Provider Blood Collection and Processing Shipping Log" form to the Central Laboratory once a remote collection kit is sent to a local provider or lab.
4. If the minimum blood collection of CPT, SST, and EDTA tubes (tubes #1 - #3) is not achieved by the remote collecting site, the participant should be contacted by the field center staff to arrange for a salivary sample using the Oragene Kit.

LLFS Central Laboratory Responsibilities: Upon receipt of the remote site collected samples, the Central Laboratory shall fax a completed “Non-study, Local Health Care Provider Blood Collection and Processing Shipping Log” and the Venipuncture form to the LLFS field center so they know the bloods have been received.

Instructions for Local Health Care Provider Blood Collection and Processing

Upon receipt of kits, place the 6 x 3 x 2.5 inch Styrofoam box (containing small gel pack) in the freezer. BEFORE BLOOD COLLECTION, YOU MUST HAVE A FROZEN SMALL GEL PACK for at least 24 hours.

If there are any questions regarding this blood collection, processing, and shipment protocol, please contact the LLFS field center at _____.

1. Collect the pre-labeled blood tubes in the following sequence:

- #1 - blue/black topped CPT tube
- #2 - red/gray topped SST tube
- #3 - lavender topped EDTA tube
- #4 - blue topped sodium citrate tube
- #5 - red topped PAXgene tube
- #6 - red/gray topped SST tube

2. Remove the tourniquet after the first tube fills. Fill all tubes to capacity. Gently invert all tubes 6 to 8 times immediately after collection.
3. During collection of the PAXgene tube, **hold the tube vertically and keep it below the participant's arm level.** This is important to avoid any possible backflow of the PAXgene tube contents into the participants vein. Also, make certain that the tube additives do not touch the stopper or the end of the needle during venipuncture. Allow at least **10 seconds** for a complete blood draw to take place. To ensure a draw volume of 2.5 mL and the correct additive/blood ratio, make sure that the blood has stopped flowing into the tube before removing the tube from the tube holder.
4. Keep all tubes at room temperature following collection. Write the date and time of collection on the label of the CPT tube (the first tube collected).
5. Allow the two SST tubes to clot at room temperature for between 30 and 45 minutes. Set a timer as a reminder.
6. Centrifuge the two SST tubes for 15 minutes at 1,200 x rcf (*g*-force) and room temperature. If only one SST tube could be collected, use a balance tube (SST tube with water added to equal the blood level in the collected tube) while centrifuging.
7. Complete the Venipuncture Form.
8. Prepare specimens for shipment as directed on the reverse side of this form.
9. A set of “extra tubes” is included in the collection kit. These may be used if there is a problem with a tube. Please return all unused tubes in the kit.

Instructions for Shipping Local Health Care Provider Collected Blood

1. Room temperature specimens:
 - Place the 8-mL blue/black-topped CPT tube and the red-topped PAXgene tube in the 5-place Styrofoam tube-holder, along with 1 square of absorbent material. If there are any remaining totally unused, unpunctured blood collection tubes, also place them in this tube-holder for possible reuse.
 - Enclose this container in the cardboard sleeve, and then place the assembly in the plastic zippered bag and seal it.
2. Refrigerated-temperature specimens:
 - Wrap the two-7.5mL red/gray-topped SST tubes, one-10mL lavender-topped EDTA tube, and one-4.5mL blue-topped sodium-citrate tube in paper toweling to protect them from breakage.
 - Place the wrapped tubes and 1 square of absorbent material in the plastic zippered bag and seal it. Place the plastic bag into the Styrofoam container with the frozen gel pack, and then place the Styrofoam container in the cardboard box.
3. Box assembly:
 - Place the box containing the assembled Styrofoam/cardboard box of refrigerated specimens at one end of the box.
 - Place a large *room-temperature* gel pack in the other half of the box (the CPT and PaxGene tubes need to remain near room-temperature during shipment).
 - Place the assembled 5-place Styrofoam tube holder and sleeve on top of the large gel pack.
 - Place the second *room-temperature* gel pack on top of the 5-place Styrofoam tube holder.
 - Place the completed venipuncture form in the box.
 - Close and seal the box with strapping tape.
4. Peel off the right side of the FedEx “billable stamp” and affix it to the outside of the shipping box. Record the collection site’s address and telephone number in FedEx label’s section 1. *For shipments sent on Friday, check the Saturday Delivery box and place a Saturday Delivery label on the outside of the blood collection kit.* The left side of the form should be kept for your records.
5. There are two options for shipping the box.
 - (a) Drop the box at a *FedEx staffed* depot. The locations of these options can be found as follows:
 - (i) Go to the FedEx website **FedEx.com**.
 - (ii) In the **Ship** tab drop down menu, click on **Find Locations**.
 - (iii) Enter your street address, city, state, and zip code.
 - (iv) In the Show Me These Types of Locations window, select **FedEx Staffed**.
 - (v) Click on **Find Locations**.
 - (vi) A list of nearby Fedex staffed depots will be provided.
 - (vii) Be sure to drop the package off at the depot in time for next day delivery.
 - (b) Alternatively, contact FedEx (1-800-GO-FEDEX) for package pickup. When calling FedEx, say the word “rep” when the first menu is presented, and this will connect you to a representative to arrange the pickup. Tell the representative that you have a FedEx “billable stamp pickup”, and the package will be picked up at the address provided. Do not leave the package at the participant’s residence.
6. Call 612-273-3645 and give the tracking number for a “LLFS shipment” to the person that answers. If there is no answer, leave a message with the FedEx tracking number and your phone number if there are any questions on the voice-mail.

Local Health Care Provider Blood Shipping Log

LLFS Central Laboratory Contact Information

Phone: 612-273-3645 FAX: 612-273-3489

Please fax this completed form to the LLFS Central Laboratory whenever a set of blood specimens is sent to them. The Central Laboratory will send a copy of this form and a copy of the Venipuncture Form, by fax to the originating field center with the receipt information of the blood shipment.

Date form initiated: _____

Field center name: _____

Phone number: _____

FAX number: _____

Date blood collection kit sent to collection site: _____

Expected date of blood shipment to LLFS Central Laboratory: _____

Name and location of blood collecting site: _____

Contact person's name at blood collection site: _____

Contact person's phone number at blood collection site: _____

LLFS label ID# assigned: _____

Fed Ex billable stamp number: _____

Central Lab Use Only:

Date of receipt of blood: _____

Samples received in shipment, *please circle*: 1 CPT(Blue/black) 1 SST (Red/gray) 1 EDTA(Lavender)

1 Na citrate(Blue) 1 PAXgene(Red) 1 SST (Red/gray)

This Shipping Log and Venipuncture Form was faxed:

To _____ on _____ (date/time)

Unable to contact by fax; notice of receipt phoned:

At _____ (date/time)

Tech: _____