



## KIT CONTENTS

### Shipping Materials:

- 1 x Cardboard shipment box (please retain for shipping samples back)
- 1 x Foam insulator box (please retain for shipping samples back)
- 1 x Rubber band
- 1 x Test order form
- 1 x Polythene bag for shipping the samples back to the laboratory
- 1 x DHL way-bill

### Venous Blood Collection:

- 1 x Red/grey capped serum separator tube (SST)
- 1 x White capped clear SST transfer tube
- 1 x Pipette
- 1 x Bubble bag
- 1 x Bio-hazard bag
- 1 x Absorbent pad
- 1 x Foam freezer brick

## PREPARATIONS

### Unpack and verify the kit contents:

IMPORTANT: Write name, date, and collection time in the Collection Materials section, prior to collecting the samples.

### On the test order form:

- Verify that the name and date of birth are correct.
- Write the date and times of each collection.
- Write any medication or supplements currently being taken.

Wash and dry hands with a clean towel prior to touching collection materials to prevent contamination.

### Please note:

- Freeze the foam freezer brick for a minimum of **8 hours** prior to collection and shipping.
- Specimen must be frozen for a minimum of **2 hours** prior to shipping.
- The following medications may interfere with test results:
  - Glucocorticoids e.g. prednisone
  - Dopamine
  - Lithium
  - Interferon-alpha
  - Phenobarbital
  - Phenytoin
  - Heparin
  - Clofibrate
  - Carbamazepine
  - Colestipol

**DRAW****Blood Draw Procedure - for professional use only.**

Information for the doctor or phlebotomist on how to take the sample:

1. Write patient first and last name, date of birth and date of collection onto the SST collection tube and SST transfer tube.
2. Ensure that the foam ice brick has been frozen for a minimum of 8 hours.
3. Draw the red/grey capped SST tube completely.
4. Place upright in a rack at room temperature for 15 minutes to allow blood to clot.
5. Centrifuge the red/grey SST tube for 15 minutes at 3000 RPM. The serum must be free of hemolysis or red blood cells.
6. Transfer a minimum of 3ml of the serum from the red/grey capped SST tube into the white capped SST transfer tube
7. Replace cap onto SST transfer tube tightly.
8. Discard the red/grey capped SST tube.
9. Place the white capped SST transfer tube into the bubble bag as freeze immediately. Specimen must be frozen for a minimum of 2 hours prior to shipping.
10. Keep specimen frozen until ready to ship.

## SHIPPING PREPARATION

- Place re-sealable plastic bag(s) containing the collected sample along with the completed test order form into the supplied shipment box.
- Remember to write on the test form: the date, times of collection, and any medication or supplements being taken.
- *The test kit must not be sent on Thursday or Friday as we are closed over the weekend.*

## SHIPPING

Please ship with DHL.

To book your shipment, follow the steps below. The airway bill supplied with your kit has all the required information on it.

1. Phone DHL:
  - Please find the local number by going on the DHL website, [www.dhl.com](http://www.dhl.com).
2. Arrange for a collection from a convenient address, e.g. home or work.
3. You will be asked to provide the “**address of the receiver**”. This is pre-filled on the airway bill supplied with your kit. The address is:
  - Nordic Laboratories, Nygade 6, 3.sal, 1164 Copenhagen, Denmark. Tel: +45 33 75 10 00
4. You will be asked who will pay for the shipment. Answer “**Nordic Laboratories**” and provide the following account: **968 083 329**. Do NOT pay anything to DHL yourself.
5. When asked which delivery option please answer “**Express Worldwide**”. This service is ideal for your sample. No other delivery option is necessary, even if DHL suggests so\*.
6. Provide the weight as **0.5kg**. If asked for dimensions, say you do not have them.
7. If requested, the package contents should be declared *only* as “**Exempt Human Specimen**”.
8. You will need to give DHL a pick up time. The window of time they require differs from country to country and region to region. Normally it is between 2 and 4 hours. Someone will need to be present when DHL arrives.
9. Keep a note of the reference number DHL gives you for the pickup.
10. When DHL arrives, give them the airway bill, which they will sign and give you a copy of.
11. On the top of the airway bill is an 8-digit number. You can track your shipment on the DHL website, [www.dhl.com](http://www.dhl.com), using this number.

If you have any questions please email Nordic Laboratories at [info@nordic-labs.com](mailto:info@nordic-labs.com)

***\*Please note that in the event of any other DHL delivery option (such as ‘Express 9am’, or ‘Express 12pm’) being selected a £50 surcharge will be added to your invoice.***

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