

# Dynacare® Insurance Solutions

115 Midair Court, Brampton (Ontario) L6T 5M3

**NOTE: Specimens collected are used for insurance purposes only, NOT to be used for medical diagnosis.**

STEPS	INSTRUCTIONS FOR BLOOD/URINE KIT																				
<b>COMPLETION OF LABORATORY AUTHORIZATION FORM</b>	<b>Proposed Insured Must:</b> <ul style="list-style-type: none"> <li>Read and sign the "Notice and Consent and Chain of Custody" section</li> <li>Sign the security seal (tamper-evident tape) found on the bottom of the form</li> </ul>		<b>Examiner/Facilitator Must:</b> <ul style="list-style-type: none"> <li>Fill out all sections of the form printing in CAPITAL LETTERS</li> <li>Sign the "Notice and Consent and Chain of Custody" section</li> <li>Initial the security seal (tamper-evident tape) found on the bottom of the form</li> <li>Write the last and first name of the proposed insured on the barcode labels found on the tubes and one on the lab slip</li> <li>Ensure proposed insured name is consistent throughout and matches the applicant samples</li> <li>Ensure to enter insurance company Lab Code</li> </ul>																		
<b>COLLECTION OF URINE SPECIMENS</b>	<b>Collection Cup and Lid:</b> <ul style="list-style-type: none"> <li>Remove the yellow lid from the collection cup</li> <li>Instruct the proposed insured to void a urine sample directly into the collection cup (50mL or greater)</li> <li>Read and record the temperature of the urine on the Laboratory Authorization Form</li> <li>Screw the yellow lid onto the urine collection cup to prepare for filling yellow/red tube</li> <li>After tube filling, remove the yellow lid and unscrew the small green needle</li> <li><b>Dispose the green contaminated needle in a "Sharps Container"</b></li> </ul>		<b>Filling and/or Transfer of Urine to Labelled Collection Tubes:</b> <ul style="list-style-type: none"> <li>Pull the pre-labelled barcode off the bottom of the Laboratory Authorization Form and apply to the last urine collection tube (URC-121G)</li> <li>Tubes are found on the left side of kit arranged in the order of collection – one yellow/red cap (<b>1U</b>) urinalysis preservative tube (fill first) and two yellow cap urine aliquot tubes</li> <li>Peel back label on the collection cup's yellow lid to expose integrated transfer device</li> <li>Place the yellow/red cap (<b>1U</b>) urinalysis preservative tube into the cavity on top of the yellow lid as tube has a minimum fill volume of 7mL and must be immediately mixed after filling by 10 complete inversions</li> <li>Place the remaining yellow cap tubes one at a time into the cavity on top of the yellow lid, stopper (cap) down. Advance the tube over puncture point to pierce stopper. Hold tube in position until filled (vacuum controlled fill)</li> <li>As a back-up (no vacuum or low output), urine could be transferred by pouring</li> <li><b>Affix the pre-signed tamper-evident tape across the light-yellow cap URC-121G urine aliquot tube.</b></li> <li>Place the yellow/red cap urine tube into the <b>1U</b> slot of clamshell and then place the two yellow cap tubes into the clamshell indicated by urine aliquot</li> </ul>																		
<b>COLLECTION OF BLOOD SPECIMENS</b>	<ul style="list-style-type: none"> <li>Tubes are found on the right side of kit arranged in the correct order of draw/collection</li> <li>Perform venipuncture as outlined on the chart provided                             <ul style="list-style-type: none"> <li><b>Do not combine contents of the different BD vacutainer/VACUETTE® tubes (red/black, lavender, grey)</b></li> </ul> </li> <li>Pull the pre-labelled barcodes off the Laboratory Authorization Form and apply to the BD/VACUETTE® collection tubes (three) and the white cap serum aliquot tube (one)</li> <li>Place tubes back into clamshell in their original order.</li> </ul>		<table border="1"> <thead> <tr> <th>Tube Colour</th> <th>Order of Draw</th> <th>Mix Inverting</th> <th>Additional Instructions</th> </tr> </thead> <tbody> <tr> <td>Red/Black (SST)</td> <td>1<sup>st</sup> (<b>1B</b> slot of clamshell)</td> <td>5 times</td> <td> <ul style="list-style-type: none"> <li>Mixing is required to engage the clot activator</li> <li>After mixing, clot upright for 30 minutes in hole provided in the clamshell. Do not lay flat.</li> <li>Recommendation: Within 2-4 hours of collection, centrifuge SST tube at 3000 rpm (1200 g (RCF) for 10 minutes (swinging bucket) or 15 minutes (fixed-angle)</li> <li>Transfer serum by pouring into the pre-labelled white cap serum aliquot tube (<b>4B</b> slot of clamshell)</li> </ul> </td> </tr> <tr> <td>Lavender (K<sub>2</sub>EDTA)</td> <td>2<sup>nd</sup> (<b>2B</b> slot of clamshell)</td> <td>8-10 times</td> <td>None</td> </tr> <tr> <td>Grey (Na Fluoride/ K Oxalate)</td> <td>3<sup>rd</sup> (<b>3B</b> slot of clamshell)</td> <td>5-10 times</td> <td>None</td> </tr> </tbody> </table>	Tube Colour	Order of Draw	Mix Inverting	Additional Instructions	Red/Black (SST)	1 <sup>st</sup> ( <b>1B</b> slot of clamshell)	5 times	<ul style="list-style-type: none"> <li>Mixing is required to engage the clot activator</li> <li>After mixing, clot upright for 30 minutes in hole provided in the clamshell. Do not lay flat.</li> <li>Recommendation: Within 2-4 hours of collection, centrifuge SST tube at 3000 rpm (1200 g (RCF) for 10 minutes (swinging bucket) or 15 minutes (fixed-angle)</li> <li>Transfer serum by pouring into the pre-labelled white cap serum aliquot tube (<b>4B</b> slot of clamshell)</li> </ul>	Lavender (K <sub>2</sub> EDTA)	2 <sup>nd</sup> ( <b>2B</b> slot of clamshell)	8-10 times	None	Grey (Na Fluoride/ K Oxalate)	3 <sup>rd</sup> ( <b>3B</b> slot of clamshell)	5-10 times	None		
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<b>WASTE DISPOSAL</b>																					
<ul style="list-style-type: none"> <li>Used materials such as sharps (needles), gloves, collection cup, needle holder, gauze, etc., <u>must not be returned</u> to the laboratory.</li> <li>Do NOT put sharps inside specimen kit or inside shipping bag/container. Do NOT ship sharps waste to the laboratory.</li> <li>Dispose of sharps in biomedical sharps containers in accordance with environmental regulations for your region.</li> <li>Transport biomedical sharps waste to your regional sharps depot in accordance with transportation regulations.</li> <li>Please note that failure to abide by these regulations causes a hazardous condition to package handlers and may be reported to the regulatory authorities.</li> </ul>																					
<b>PREPARING KIT FOR SHIPMENT (AVOID EXTREME HEAT AND COLD):</b>																					
<ul style="list-style-type: none"> <li>Keep all samples cool immediately after collection, avoid extreme temperatures</li> <li>Ensure tubes and all caps are secure and absorbent sheet(s) have been inserted into the clamshell depending on its size (blood/urine two pieces, urine only one piece); close lid and apply a bar code to the outside of the clamshell in the space allocated below the "Bar Code Here" section</li> <li>Place the Laboratory's copy of the "Laboratory Authorization Form" into the outside pocket of the plastic <u>specimen return bag</u></li> <li>Place clamshell into plastic sleeve of the <u>specimen return bag</u>, peel strip to expose adhesive and seal the sleeve and then insert into the Purolator PuroPak</li> <li>Attach waybill to the Purolator PuroPak envelope and seal. Store the prepared kit refrigerated (2 to 8°C) until courier pick-up</li> <li>NOTE: <u>One</u> waybill per Purolator PuroPak envelope is required; do not tape or tie multiples together</li> <li>Ship completed kits within one day of collection (or as soon as possible)</li> <li>In Canada: Always use Purolator Courier (<b>888.744.7123</b>) to ship completed kits to Dynacare Insurance Solutions. All other countries should use the appropriate carriers available.</li> </ul>																					

**If you have any questions about specimen collections, please contact Customer Care at 877.640.1237**