



GENETICS INITIATIVE FLOW SHEET FOR BLOOD SAMPLE COLLECTION

Form # 17B

- 1) Attach I.D. labels to the tubes. **DO NOT cover expiration date or clear glass necessary to see the fluid along the length of the tube. DO NOT write the patient's name or any other personal identification information (e.g. SS#, DOB) on the tubes.**
- 2) Collect blood specimen in the 2 yellow top tubes and 1 purple top tube. **Be sure to invert each tube gently 8-10 times to mix blood with additives and keep them at room temperature.**
- 3) Double check NIDDK ID #, verify that ID information on tube matches that on the enclosed NIDDK Phlebotomy Collection Form.
- 4) Date and sign the NIDDK Phlebotomy Collection Form in the TO BE COMPLETED BY PHLEBOTOMIST area.
- 5) Place tubes with labels facing down in Styrofoam container. Package the blood tubes in the safety mailer following the enclosed instructions. Be sure to seal the Styrofoam container with the red water resistant tape.
- 6) Place the collection form (NIDDK Phlebotomy Collection Form) in the mailer box outside of the plastic bag. Tape cardboard box closed when assembly is complete.
- 7) Use Fed Ex Online to ship the sample to the Rutgers University Cell Repository. Be sure shipping label is marked for priority overnight delivery.
- 8) For routine shipments be sure the outside of the box is labeled "Diagnostic Specimen Packed in Compliance with IATA Packing Instruction 650."
- 9) **Call Federal Express, 1-800-GO-FEDEX (1-800-463-3339), and a courier will be dispatched to pick up the samples. Be sure to give Fed Ex the Zip Code of the PICKUP address, not that of the destination. DO NOT, UNDER ANY CIRCUMSTANCE, PUT MAILER INTO A FED-EX DROP BOX!!!!!!!!!!**
- 10) **Notify Dana Witt and Elva Peralta at the Rutgers University Cell and DNA Repository** that blood is being shipped and provide the Federal Express tracking number(s) _____ and NIDDK ID #(s) _____. This can be done by email (witt@biology.rutgers.edu; peralta@biology.rutgers.edu), fax (1-732-445-1149), or phone (1-732-445-1498).

Ship samples to:

Dr. Douglas Fugman/Genetics
Rutgers University/Cell Repository
Division of Life Sciences – Nelson Labs
604 Allison Road (Room C120A)
Piscataway, NJ 08854
Phone: (732) 445-1498