



# Specimen Preparation Guidelines

## SAMPLE PREPARATION



**NOTE:** Two blood samples are required and must be collected in special tubes that contain a specific solution that stabilizes DNA at room temperature.

The conservation of those tubes requires specific temperature conditions:

- The unused tubes have to be stored between 18°C and 30°C.
- Once the blood is collected and the tubes are filled out, they have to be stored between 6°C and 37°C and will remain stable for 14 days.

Please keep in mind that those 14 days do include the shipment time so tubes should not be stored more than one week before shipment.

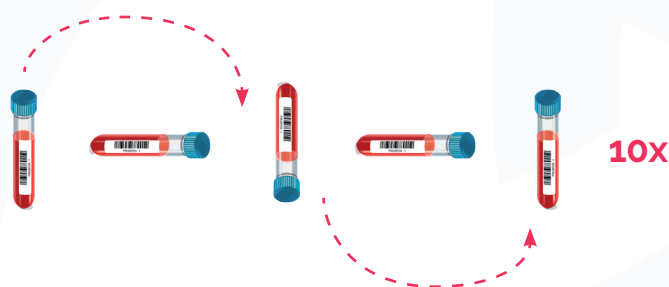
- 1 Please check that there is no cloudiness nor precipitate visible in reagent in unused tubes.
- 2 Collect specimen by venipuncture

**NOTE:** Prevention of backflow - since collection tubes contain chemical additives, it is important to avoid possible backflow from the tubes.

To guard against backflow, observe the following precautions:

- a. Keep patient's arm in the downward position during the collection procedure.
- b. Hold the tube with the stopper in the uppermost position so that the tube contents do not touch the stopper or the end of the needle during sample collection.
- c. Release tourniquet once blood starts to flow in the tube, or within 2 minutes of application.

- 3 Fill tubes completely (10ml each)
- 4 Remove tube from adapter and immediately mix by **gentle inversion** 10 times. Inadequate or delayed mixing may result in inaccurate test results. One inversion is a complete turn of the wrist, 180 degrees, and back.



- 5 After collection, transport and store tubes within the recommended temperature range.





## PACKING INSTRUCTIONS



### REQUIRED MATERIAL

- 2 barcoded collection tubes
- 2 barcoded protection tubes
- 1 bubble bag to put the tubes for shipment
- 1 Securitex envelope
- 1 prefilled DHL Express Shipment Waybill
- 1 DHL Express Flyer

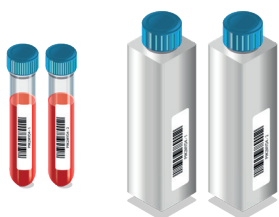
**NOTE:** The Kit contains the material for 3 OncoTRACE follow-up analyses that have to be ordered through OncoSHARE. After OncoTRACE Kit reception, please keep it between 18 and 30°C until the next consultation of the corresponding patient.

1



For each blood collection, please use two tubes following the numbering system. Each tube has a barcode with an extension from -1 to -6. For the first sampling, use the extensions -1 and -2, and so forth for the subsequent samples.

2



Place both filled tubes in the white protection tubes with the corresponding barcode.

3



Put the protection tubes in the bubble bag (2 tubes fit in one bag) and place this bubble bag into the Securitex envelope.

4



Slide the Securitex into one of the DHL bags provided.

## KIT SHIPPING INSTRUCTIONS



### REQUIRED MATERIAL

- DHL bag containing two Streck tubes filled with patient's blood
- DHL Express Shipment Waybill pre-filled with IPG-OncoDNA shipping information
- DHL Express Flyer – a plastic bag used to ship the samples to OncoDNA



### SHIPPING ADDRESS

OncoDNA  
Rue Louis Breguet 1  
6041 Gosselies, Belgium



### PROCESS

- 1 Place the **Securitex envelope** containing both blood tubes in the **DHL Express Flyer**.
- 2 Complete the **DHL Express Shipment Waybill**. DO NOT CHANGE the information already completed in "8. Products / Services".
- 3 Seal the **DHL Express Flyer**.
- 4 Call your local **DHL** representative to schedule a package pickup.



*NOTE: To order additional kits, please log in to your OncoSHARE account or contact your local distributor.*

