

COLLECTION, STORAGE AND TRANSPORT OF BIOLOGICAL SAMPLES

1. GENERAL INFORMATION

The purpose of this operating instruction is to document the activities planned by the NEXT LAB ITALY SRL laboratory regarding the collection, storage and transport of samples that require blood sampling.

The following applies to all sampling points.

2. RESPONSIBILITY

All personnel involved are required to respect and enforce the provisions of this operating instruction.

3. METHOD OF COLLECTION AND STORAGE OF BIOLOGICAL SAMPLES

The maximum times and temperatures for storing samples are indicated below. The doctor who takes the sample must promptly notify the laboratory that will organize the collection.

For outpatient cases, the customer must store the samples to be analyzed taking into account the specifications below:

MATERIAL TYPE	TEMPERATURE	SAMPLE COLLECTION AND STORAGE
URIN	Store the sample at 2°C to 8°C	For a complete urine test, bring a sample of the first urine of the morning, unless otherwise indicated by your doctor, in a wide-mouth container. No other containers may be used (e.g. bottles of various types, glass jars, etc.). The sample must be collected by discarding the first stream. It is preferable to use special sterile disposable containers. To perform the test correctly, it is necessary to collect a quantity of urine equal to at least 10 ml.

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		Send to the laboratory within 24/48 hours of collection
SERUM TUBE (blue/yellow cap) + phase gel separator)	Store the sample at 2°C to 8°C (whole) if delivered after 24 hours from collection Store at room temperature if delivered within 24 hours from collection	Fill in the test tube with the patient's name, surname and date of birth. Depending on the test, collect 5/10 ml of peripheral blood using the appropriate collection kit provided by the laboratory (primary wrapping). Insert the test tube into the test tube holder (secondary wrapping) and the same into the bubble wrap bag provided and present inside the UN3373 box required for transport (tertiary wrapping). Deliver the box properly closed to the courier dedicated to transport. Send to the laboratory within 24 hours of collection (at room temperature) or 48 hours (between 2°C and 8°C). If possible, centrifuge the blood at 3000 rpm for 15 minutes, collect the serum and ship within 5 days (between 2°C and 8°C).
STRECK-TUBE for cell-free DNA	Store the sample at 2°C to 8°C	Fill in the test tube with the patient's name, surname and date of birth. Depending on the test, collect 5/10 ml of peripheral blood using the appropriate collection kit provided by the laboratory (primary wrapping). Insert the test tube into the test tube holder cloth (secondary wrapping) and the same into the bubble wrap bag provided and present inside the UN3373 box necessary for transport (tertiary wrapping). Deliver the box properly closed to the courier dedicated to transport. The sample remains stable for a maximum of 7 days in total at room temperature.

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SWAB from microbiology	Store at Room temperature Send to the laboratory within 24/48 hours of collection	Fill in the label with the patient's name, surname and date of birth. Insert the sample in the UN3373 box for correct transport and send to the laboratory within 24/48 hours of collection. Use sterile swabs with or without transport medium depending on the type of investigation requested.
SPUTUM (Evaluation of neoplastic cells with EE staining)	Store at Room temperature	The sputum must be collected in a wide-mouthed container. The collection of the material must be carried out Following this procedure: a) thoroughly rinse the oral cavity with a few gargles made with water; b) perform a deep expectoration; c) collect the sputum directly in the container. d) close the container and take it immediately to the laboratory, if this is not possible the material can arrive at the laboratory fixed in formalin and sent within 10 days of collection.
PAP TEST IN LIQUID PHASE	Store at Room temperature	Use the brush for sampling and immerse it in the container containing cytological fixative and identified for the patient being examined. The samples in the cytological fluid (methanol or ethanol) are preserved unchanged for a long time.
PAP TEST ON SLIDE	Store at Room temperature	Fix the cells correctly on the smear using the appropriate fixative spray. The samples fixed on the smear are preserved unchanged for a long time.
HISTOLOGICAL EXAMINATIONS	Store at Room temperature	Store the collected tissues in the appropriate container with 10% formalin. Samples in formalin remain unchanged for a long time.

4. PACKAGING AND TRANSPORTATION METHODS OF SAMPLES

NEXT LAB ITALY SRL sends and receives exclusively diagnostic samples, therefore potentially infected with biological agents of class UN3373.

Biological samples must be packaged according to the indications described in the ADR regulation.

In compliance with these regulations, packaging must be carried out as follows:

- 1st container: Hermetically sealed container (test tubes, containers for urine, feces, etc.)
- 2nd container: Plastic bag containing paper towels or other absorbent material in adequate quantities
- 3rd container: White airtight box (polystyrene with a cooling block if required)

It is the responsibility of the person carrying out the tests to package and deliver the samples to the transporter (delivery man).

The delivery of samples is accompanied by a specific sample acceptance form provided by the laboratory itself.

5. DELIVERY OF SAMPLES TO THE LABORATORY

All Next Lab Italy srl internal delivery drivers have a worksheet containing the list of all collections for the day. Once the collection has been carried out, the delivery driver confirms the collection has been taken charge of and, at the end of the day, delivers the worksheet to the laboratory reception along with the biological samples.

The laboratory reception checks the actual delivery of the samples and archives the worksheets, which are disposed of weekly.