

UCSF Clinical Toxicology and Environmental Biomonitoring Lab

Protocol for Sample Collection and Shipping

A. Sample types to collect: Any left-over serum (preferred), plasma, or whole blood.

B. Minimum sample volume: 0.5 mL; 1 mL for whole blood.

C. Sample Shipping:

1. For serum or plasma, please ship on dry ice.
2. For whole blood, please spin down and remove plasma for shipping. If it cannot be spun, please ship whole blood on ice. Otherwise ship plasma collected as above.
3. Prepare a manifest of the samples being shipped and include the manifest in the shipment.
4. Please ship the samples **OVERNIGHT SUNDAY THROUGH THURSDAY** using the following address:

ATTN: Roy Gerona
UCSF Mt Zion Cancer Research Bldg, Rm S-271
2340 Sutter St
San Francisco, CA 94115
Lab Tel #: 415-502-1446
Office Tel #: 415-476-6255

5. Please **DO NOT SHIP on a Friday or Saturday.**

D. Sample Labeling Format: Each sample should be properly labeled using the following format- **190325-CA-94115-001-S1** - where

190325- Date of sample collection (YYMMDD)

CA- State of sample source

94115- ZIP Code of sample source

001- Patient number from source

S1- Sample type and number for the sample type from the patient (use S for serum, P for plasma and WB for whole blood)

E. Sample Manifest:

1. In a separate sheet of paper please provide the following and include in the shipment-

Sample Source: (Hospital Name/City/State/ZIP Code)

Date:

Contact Person:

Contact Phone:

Contact Email:

List of Samples

Sample ID	Patient/ Decedent		Sample Type (S, P or WB)	Sample Collection	
	Gender	Age		Date	Hour

NOTE: Please **DO NOT include any patient/decedent identifier** besides gender and age in the manifest.

2. Please affix the signature over printed name of the contact person at the bottom of the manifest.

F. Tracking:

Once samples are shipped, email the tracking information to DEATOX@USDOJ.GOV