A. Sample types to collect: Any left-over serum (preferred), plasma, whole blood, or urine.
B. Minimum sample volume: 0.5 mL for serum or plasma; 1 mL for whole blood, 1 mL for urine.
C. Sample Shipping:
1. For serum, plasma, or urine please ship on dry ice using **FEDEX or UPS ONLY**.
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**
<table>
<thead>
<tr>
<th>Sample ID</th>
<th>Patient/ Decedent</th>
<th>Sample Type (S, P or WB)</th>
<th>Sample Collection</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Gender</td>
<td>Age</td>
<td>Date</td>
</tr>
</tbody>
</table>

   **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**

G. Chain of Custody

   If needed, include a chain of custody form within the package.