



**GENOMICA**

# **GUIDELINES FOR A CORRECT MANAGEMENT OF BIOLOGICAL SAMPLES**

**SHIPPING OF  
BIOLOGICAL SAMPLES  
TO THE LABORATORY**

Regulations and  
packaging

**SAMPLES  
PICKUP  
REQUEST**

Support from the  
logistics department

**COLLECTION,  
STORAGE  
AND SHIPPING**

Correct use  
of kit components

# BIOLOGICAL SAMPLES



The shipping of a biological sample, if not carried out in compliance with the instructions, could represent a potential risk both for the health of the professionals, and for the suitability of the sample itself for its processing in the laboratory.

To minimize the risks of managing the biological samples to be sent to Genomica laboratory, it is essential to carefully consult these guidelines so that the biological material may not represent a danger for the transporter, and can also be immediately accepted by the laboratory avoiding the need to perform new collections and causing unnecessary delays.

These guidelines define the correct operation for the management and shipping of biological samples to Genomica laboratories.

These guidelines will describe in detail:

- the materials for the specific procedures;
- the characteristics of a sample suitable for laboratory processing;
- the indications and recommendations regarding the management of the biological sample (reception in the laboratory, storage, delivery to the courier);
- the characteristics that lead to the refusal to process the biological sample.

# BIOLOGICAL SAMPLES: THE SHIPPING KIT

## HOW THE KIT IS COMPOSED

The SHIPPING of biological samples must be done using only the material provided in the kit. The kit is specifically composed to comply with the UN3373 regulations (European legislation for the transport of biological samples).

The Kit consists of:

1. Primary vessel (tube)
2. Secondary packaging (biohazard specimen bag or plastic container with screw cap and sponge for placing samples)
3. External tertiary transport packaging (cardboard box bearing the code UN3373 to be completed by inserting the sender data)
4. Test request form (in case of multiple samples shipping, photocopy the form for the number of samples to be sent)
5. Sample management instructions (unique for each shipment)
6. Courier envelope in which the box containing the sample, packaged according to UN3373 regulation, must be inserted (triple packing).
7. Pre-filled waybill (sent by email from the logistics department after making the sample pickup request)

NB: the waybill must be printed and inserted in the specific envelope (close the envelope securely to avoid the loss of the waybill and consequent potential problems such as the loss of the sample).





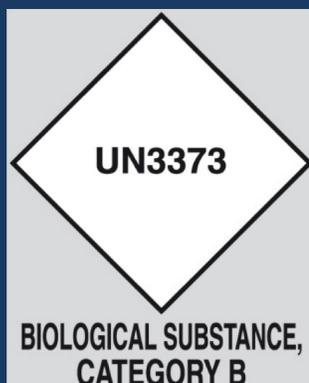
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# INSTRUCTIONS FOR PREPARING A SAMPLE FOR SHIPPING

- A. Collect the biological sample in the primary vessel.
- B. Place the sample and the primary vessel inside the specific slots, if present in the kit. The tubes must be properly sealed (with Parafilm), to avoid accidental opening.
- C. Place the sample and primary vessel inside the secondary packaging (Biohazard bag or container with screw cap) and close completely.
- D. Insert the secondary vessel, completely closed, inside the tertiary packaging (cardboard box). During the summer, a gel pack bag may be provided to protect the sample from the heat.
- E. Fill in the documents in each of their fields (test request form and informed consent) and insert them in the box together with the sample.
- F. Close the transport box and insert it in the courier envelope supplied.
- G. Print the waybill and insert it in the appropriate envelope (be careful to close the waybill firmly to avoid loss of the sample).

## UN3373

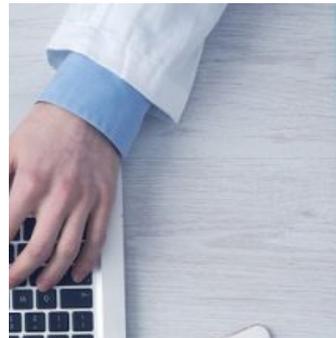
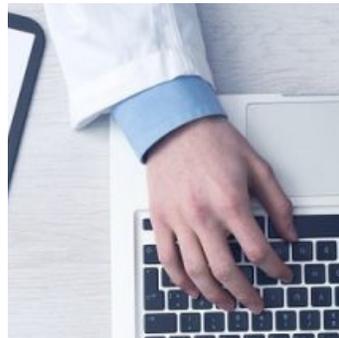


To comply with the regulations, the packaging must be of good quality and strong enough to withstand the impacts and stresses to which they can normally be subjected during transport, including transshipment between vehicles or containers, between vehicles and depots, as well as any removal from a pallet or from over-packing in anticipation of manual or mechanical handling.

The biological samples must be sent to GENOMICA laboratories adequately packaged according to UN3373 regulation with triple packaging, in accordance with regulations of the Circular n.16 / 1994 of the Ministry of Health and Circular n.3 / 2003 of the Ministry of Health, currently in force.

#### PLEASE NOTE!

ALWAYS handle samples using sterile containers and disposable material. PROPERLY fill in the label (supplied in the kit) writing down name, surname and date of birth of the patient and apply it on the sample.



## BIOLOGICAL SAMPLES SHIPPING

### DELIVERY OF SAMPLES TO THE COURIER

Schedule sample collection by sending an email to [logistica@genomicalab.it](mailto:logistica@genomicalab.it) specifying your request and writing in the "subject" field "KIT PICKUP". In the email specify:

- Pickup date and time slot of availability of at least 3 hours for the delivery of the sample to the courier (between 9.00 and 18.00)
- detailed address (department, floor, contact person)
- number and type of kit to deliver (number of packages, if different from the number of kits)
- other special needs or special notes for the courier
- if necessary, call at 06.21115020 and select "Logistics department"

# COLLECT, STORE AND SHIP A BIOLOGICAL SAMPLE

- SERUM TUBE (red cap, gel separator + clot activator)> for molecular infectious disease tests and for BiTest. Send to laboratory within 12 hours of collection
- SERUM > Centrifuge the blood at 3000 rpm for 15 minutes; collect the serum and store it at + 4 °; ship as soon as possible
- BLOOD + EDTA (lavender cap tube)> Keep the tube at room temperature or in the fridge at + 4 ° C until shipping and send within 48 hours
- STRECK-TUBE for cell-free DNA (cap tube, collect a minimum of 8 mL)> Fill in the label of the tube with the patient's name, surname and date of birth; keep the tube at room temperature or in the fridge at + 4 ° C until shipment; ship within 48 hours (the sample is stable for a maximum of 10 days overall)
- BLOOD + HEPARIN (green cap tube)> For cytogenetic investigations, the sample must be kept at room temperature until the pickup; send to the laboratory within 12 hours of collection
- CERVICAL / VAGINAL / URETHRAL SWAB> Use sterile swabs and place them in the "dry" container for molecular infectious disease tests; use bacteria culture test swabs and place the swab in the growth medium for culture microbiology; the swab should be stored at room temperature and shipped as soon as possible
- LIQUID PHASE PAP TEST> carry out the sampling according to the instructions attached to the sampling kit; store at room temperature; send to the laboratory within 48 hours
- PAP-TEST > once the sample has been collected, insert it into a special plastic slide holder container for transport and store at room temperature.
- SEMEN> Collect in a sterile container making sure that the cap is tightly closed (for laboratories: possibly transfer into a 15 ml falcon test tube, sealed with parafilm, avoiding sending the urine container); observe 3-5 days of abstinence from sexual intercourse before the collection; send to the laboratory within 12 hours; store at room temperature
- BUCCAL SWAB> perform the sample collection according to the instructions attached to the swab; store at room temperature; send no later than 24 hours.
- AMNIOTIC FLUID / CHORIAL VILLI> Collect as much material as possible (at least 10 ml of amniotic fluid and 20 mg of chorionic villi); store at + 4 ° C for molecular investigations and at room temperature for cytogenetics; send no later than 12 hours
- PRODUCT OF CONCEPTION> collect in a sterile container with physiological solution (if possible add a few drops of liquid antibiotic); store at + 4 ° and send to the laboratory within 12 hours
- DNA> The DNA must be extracted using an extraction kit or using the "classic" phenol-chloroform method (minimum quantity 2 µg); send the spectrophotometric quantization as an attachment
- BIOPSIES> Store the collected tissues in 1 ml of sterile physiological saline solution at + 4 ° C (DO NOT use formalin)
- URINE> Collect the morning urine in a sterile container and store at + 4 ° C for no longer than 12 hours
- FECES> Send the fresh sample no later than 12 hours; store at + 4 °
- SPUTUM / SALIVA / BRONCHOALVEOLAR FLUID/ GASTRIC JUICE> Store the material, even if fluidized, in a sterile container at + 4 ° C and ship no later than 24 hours after collection



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## LABORATORIES

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