



Sample Collection & Shipping Instructions

Biochemistry • Haematology

Preclinical Species

EU

V190207

IDEXX

1 Sample Identification

Steps

1. Please fill in the submission form with all required information, including your details and the invoicing details, VAT number and Purchase Order(PO) number, if required.
2. Other mandatory information is as follows:
 - Species of origin
 - Total number of samples
 - Requested tests
 - Sample details (sample ID, etc.) – see below.
3. Each row in the table should contain the information for one animal, please make sure that the samples are labeled correctly and can be easily identified in the submission form.

| Customer information | | Customer information | |
|----------------------|--|----------------------|--|
| Name | | Name | |
| Address | | Address | |
| City | | City | |
| Postal code ZIP | | Postal code ZIP | |
| Country | | Country | |
| Phone number | | Phone number | |
| E-mail | | E-mail | |

| Customer information - New customer per 101 header and 101 trailer | |
|--|--|
| NAME | |
| NAME (Customer Name) | |

| Contact information | |
|---------------------|--|
| Phone No. | |
| Cellular No. | |
| Working No. | |

[illegible]

| Date | | Project | | | | |
|------|-------|---------|----------------|------|-------|-------|
| Week | Month | Day | Event/Location | Time | Notes | Other |
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2 Sample Preparation - Biochemistry (Serum)

Use dry tubes with plastic ring for collection

Min volume: 0.5 ml serum

Steps

- 1 Hold the dry tube with plastic ring horizontally.
- 2 Fill up to 2/3 of the dry tube with blood keeping the tube as horizontal as possible.
- 3 Slowly return the dry tube to a vertical position and allow the blood to coagulate (coagulation time varies between 30 min to 2h).
- 4 Centrifuge the dry tube at low speed: about 1000 g for 10 min.
- 5 Carefully separate all the serum with a pipette and place it into the small clear tubes with the 1.0-2.5 ml scaling and the tapered bottom (no ring). Dispose of the tube with the ring.
- 6 Label your sample.



3 Sample Collection - Haematology (EDTA) blood

Use EDTA tubes for collection

Min volume: 150 μ l EDTA blood and not more than 200 μ l

Steps

- 1 Fill a minimum of 150 μ l and not more than 200 μ l of blood into the EDTA tube.
- 2 Gently agitate the tube to mix with EDTA by inverting the tube several times.
- 3 Do not centrifuge.
- 4 Label your sample.



Watch video

3 Sample Collection – CBC Slide Preparation

Use the slides and protection box

Steps

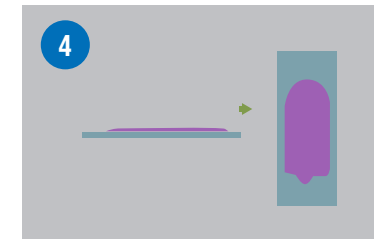
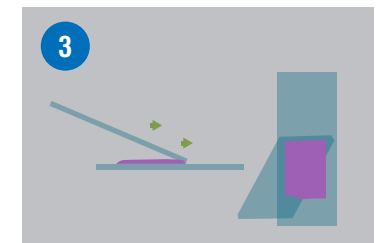
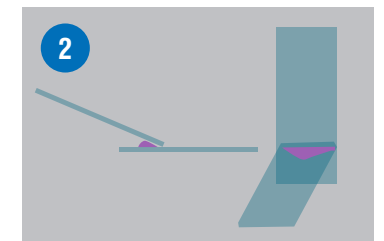
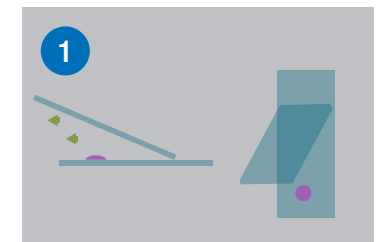
- 1 Take a venous blood sample. Place one drop from the syringe onto a slide or one drop from the EDTA tube using a pipette. Then prepare immediately the blood smear as follows:
- 2 Spread very fresh section (otherwise cells might be altered).
- 3 Purpose: homogenous smear and tail of the smear in a monolayer of cells.
- 4 Ideally the smear should extend to two thirds of the length of the slide. Using a second slide at a 30° angle, create a monolayer of cells by passing the angled slide over the first slide in a fast but smooth motion.
- 5 After letting the slides dry at room temperature, please enclose 2 blood smear slides into a slide protection box.

Sample Storage

If sample pickup cannot be arranged on the same day of sample collection all samples have to be stored at +4°C / +8°C until pick up.



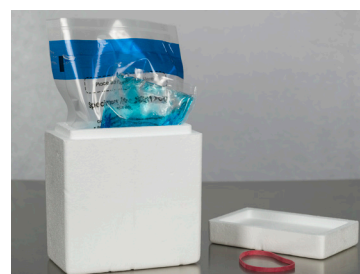
Watch video



4 Packing

Steps

- 1 Put the sample tubes and the slides (in their protection box) into a clear specimen transport bag with absorbent fleece and seal it carefully.
- 2 Place the sealed transportation bag together with a cooled(+ 4°C to + 8°C) - NOT FROZEN cooling pad in a Styrofoam box and close it.
- 3 Place the closed Styrofoam box into a transport carton.
Note: If a transport carton was not provided, please stick Waybill and UN labels directly on the Styrofoam box.
- 4 Stuff the transportation box with paper towels or absorbent paper to avoid rattling noises when the box is shaken.
- 5 Place the completed submission form on top of the Styrofoam box in the transportation box.
- 6 Close the box and seal it. If necessary, use an additional adhesive strip without covering the address or the dangerous goods label.



Sample Storage

- 1 When your package is ready to be submitted you can request the courier collection online:
www.idexxbioanalytics.eu/courier-request
- 2 You will be provided with a waybill. Please make sure that both waybill and UN3373 label are visible on the box.

You can also use a courier of your choice and ship samples to:

IDEXX BioAnalytics
Im Moldengraben 65
D-70806 Kornwestheim
Germany



BioAnalytics