

SJH CENTRE for LABORATORY MEDICINE & MOLECULAR PATHOLOGY				
Edition No.:	01	Working Instruction	Doc No:	HAEM-WI-COAG-0124
Authorised By	Paula Urwin	Date	26/09/2024	Date of Issue:

Transport of samples to the National Coagulation Laboratory

Separated samples

- Samples which are not sent on the day of phlebotomy to St James's Hospital should be separated and frozen in the requesting laboratory until the following day for transport.
- All plasma samples must be separated by a double centrifugation procedure according to the following instructions in order to prepare platelet poor plasma (Platelet count $<10 \times 10^9/L$)
- Check all Coagulation samples prior to centrifugation for clots.
- Centrifuge samples at 3000g for 10 minutes at room temperature.
- Pool plasma from all samples into a non-activating centrifugation tube and centrifuge for a second time at 3000g for 10 minutes.
- Aliquot samples into microtubes to a volume of 750 μ l. The microtubes should not be overfilled, it is important that an adequate number of microtubes are received in order to perform all tests requested. The minimum number of microtubes required is 6 x 750 μ l (depending on the number of tests requested).
- Label microtubes with a permanent marker detailed with name and medical record number for the patient. If samples are from different time points clearly label the samples with full details of time taken and if pre / post treatment.
- The separated sample should be sent in capped microtubes only (2ml capacity). Microtubes such as those provided by Sarstedt (product code for the tube is 72.609.001 and the cap is 65.716.) or equivalent tubes with the same specification from an alternative supplier should be used for sample separation.
- Multiple aliquots of samples for testing must be sent. This is to facilitate testing on more than one occasion as not all tests are analysed on the same day and may require reanalysis for verification of abnormal results; therefore, a number of aliquots are needed to complete a full test profile. The ability to complete analysis for all requested tests will depend on the number of aliquots received in the laboratory.
- State the type of separated sample on the request form (Serum / Plasma).
- If samples are not being sent to the laboratory immediately, they should be frozen overnight at a minimum temperature of -30°C for transfer to the coagulation laboratory the following day.

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- Frozen samples must be sent to the laboratory in appropriate frozen sample transport containers. All samples must remain in the frozen sample container for the duration of the transport and must not be removed from this container into a freezer in the courier van. Aliquoted samples received which have not been stored in the appropriate frozen container may not be suitable for testing and may be rejected.
- NOTE: The Coagulation laboratory can no longer store separated samples in freezer vials other than those detailed above or with the same specification. This is due to freezer storage capacity and indexing requirements. All samples must be stored in microtubes (750µl) prior to freezing for transport.