

After Collection:

1. Check the label on the specimen. There must be a complete patient name and at least 1 unique identifier (For example, date of birth, medical record number, etc. *For anonymous HIV testing, patient name is **not** required, but still need 2 unique identifiers.*)
2. Make sure the information on the requisition is exactly the same as the specimen label.
3. Tighten the screw cap and secure the cap with laboratory tape or Para-Film™ if available.

The specimen cannot be tested if:

- *The specimen is leaking or not properly labeled.*
- *The test requisition is not filled out.*
- *The specimen label does not match the test requisition form.*

NOTE: Do not use this kit for specimens that require cold packs or dry ice.

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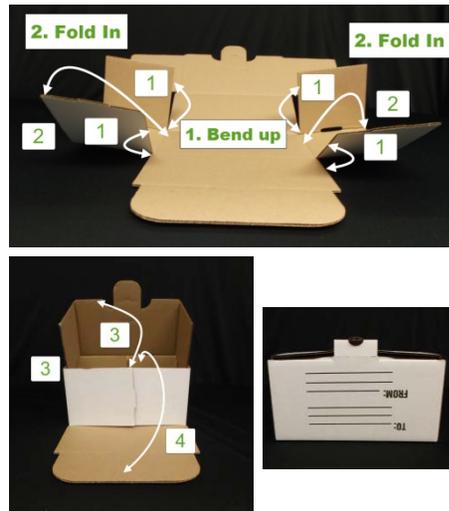
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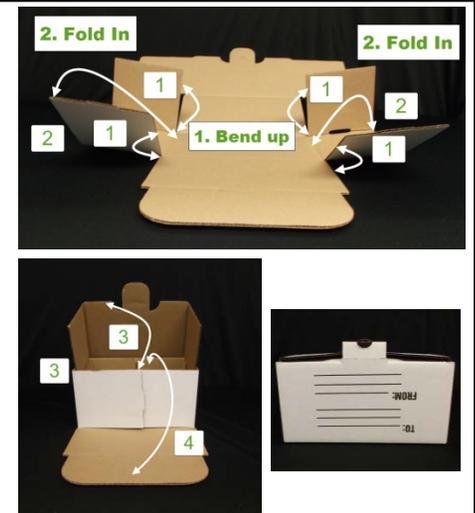
Box Assembly:

1. Bend the four sides up.
2. Fold them in.
3. Fold the back in and keep the flaps inside the box.
4. Fold the front in and secure.



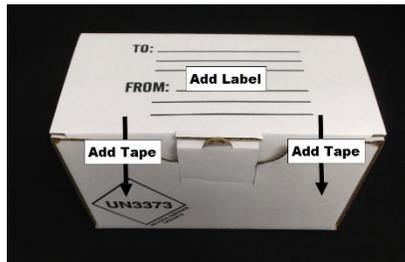
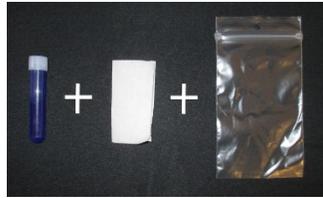
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Packaging:

1. Place each patient's serum tube or tubes in a separate small plastic bag with absorbent material.
2. Place the small bags with absorbent in the larger heavy bag with the biohazard symbol (Bio Bag). Up to 10 serum tubes can be sent in one Bio Bag.
3. Place the completed MDHHS test requisition form in the outside pocket Bio Bag and seal.
4. Insert the Bio Bag diagonally (corner to corner) in the folded box, so it is suspended in the middle space of the box.
5. Close the box. Secure the box flaps with sealing tape. Attach the shipping label and send to the laboratory as soon as possible. For example, send by courier, United Parcel Service (UPS), etc.

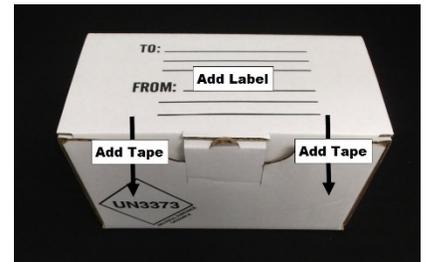
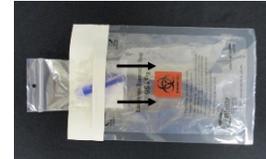


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