

UCSF Clinical Toxicology and Environmental Biomonitoring Lab Protocol for Sample Collection and Shipping

EMAIL DEATOX@DEA.GOV FOR APPROVAL BEFORE SENDING SAMPLES

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 (if available) or multiple ice packs to ensure the samples remain refrigerated during shipment 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:

**UCSF Mt Zion Cancer Research Bldg, ATTN: ROY GERONA
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

Sample ID	Patient/ Decedent		Sample Type (S, P or WB)	Sample Collection	
	Gender	Age		Date	Hour

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@DEA.GOV

G.Chain of Custody

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