

HPM.1.4 Request Special Testing Laboratory Services

Procedure Area: Hospital Patient Management (HPM)

Version: 1.0

Purpose

To request Special Testing Laboratory services.

Scope

Customers

Materials

- ✓ Appropriate shipping materials:
 - Cold packs/wet ice
 - Dry ice
- ✓ Appropriately labeled sample(s), if required
- ✓ Computer workstation
- ✓ Cryoprecipitated components, if required
- ✓ Appropriate testing request form:
 - [Request for Flow Cytometry Testing](#)
 - [Request for Special Testing Laboratory Services](#)
 - [Sample Submission for Cryoprecipitated Components - External Customers](#)

Sample Requirements

- **Flow cytometry testing:** At least 500 µL of sample in a non-additive or EDTA sample tube labeled with a unique code (specimen ID/DIN). Clinical pre-collection samples require two unique patient identifiers.
- **Patient DNA or HLA/HPA antibody testing:**
 - One appropriately labeled EDTA sample tube collected within the last 10 days.
 - For DNA testing, patient must have a WBC of $1.0 \times 10^3/\mu\text{L}$ or greater; if low WBC (1 to $3 \times 10^3/\mu\text{L}$), provide an additional 10 to 15 mL of blood collected in three appropriately labeled EDTA purple-top tubes.
- **Product QC testing:** Cryoprecipitated components.

Procedure Notes

- Refer to the ***Special Testing Laboratory Available Testing*** reference document for a list of available testing for the Special Testing Laboratory.

Procedure Steps

Perform the following subprocedure as appropriate:

- Request flow cytometry testing according to [1.4.1, Request Flow Cytometry Testing](#).
- Request patient DNA or HLA/HPA antibody testing according to [1.4.2, Request Patient DNA or HLA/HPA Antibody Testing](#).
- Request product QC testing according to [1.4.3, Request Product QC Testing](#).

1.4.1, Request Flow Cytometry Testing

1. Complete the *Request for Flow Cytometry Testing* as appropriate. Note the following:
 - Provide at least 500 µL of sample for each request labeled with a unique code (specimen ID/DIN). Clinical pre-collection samples require two unique patient identifiers.
 - Indicate whether the results are needed STAT (within 2 hours of receipt).

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2. Ship sample(s) as appropriate.

If this	Then this
Fresh	Ship on cold packs/wet ice at 2 to 8°C.
Frozen	Ship on dry ice.


3. Email the completed *Request for Flow Cytometry Testing* along with the shipping tracking number or expected time of sample drop off (if local) to qc@lifesouth.org.

1.4.2, Request Patient DNA or HLA/HPA Antibody Testing

1. Collect appropriate blood sample tube(s) (refer to the [Sample Requirements](#) section), ensuring the blood sample label includes the following information:

- Two unique patient identifiers
- Date and time of collection
- Identity of phlebotomist

Note

 If the date and time of collection and/or the identity of the phlebotomist are not included on the blood sample labels, a mechanism must exist to verify this information.

2. Complete the *Request for Special Testing Laboratory Services* as appropriate. If requesting ABO or Rh genotyping, include a copy of serology results and reason for requesting testing.
3. Ship the sample(s) with cold packs/wet ice at 2 to 8°C.
4. Email the completed *Request for Special Testing Laboratory Services* along with the shipping tracking number or expected time of sample drop off (if local) to qc@lifesouth.org.

1.4.3, Request Product QC Testing

1. Complete one *Sample Submission for Cryoprecipitated Components - External Customers* form for each set of results requested. Single components may be pooled with up to three other singles and tested together or tested individually; note the following:
 - If individual testing is preferred, complete one form per DIN.
 - If pooling is preferred, complete one form for up to four DINs.
2. Ship components on dry ice.
3. Email the completed *Sample Submission for Cryoprecipitated Components - External Customers* along with the shipping tracking number or expected time of sample drop off (if local) to qc@lifesouth.org.

Related Documents

- [Special Testing Laboratory Available Testing](#) reference document

Additional Information

If you have any questions, contact the laboratory at (352) 224-1787 or qc@lifesouth.org.

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Version History

#	Significant Changes	Approved by	Approved	Implemented
1.0	New procedure.	Dr. Juan Merayo-Rodriguez, Medical Director Dr. Matthew Montgomery, Medical Director Dr. Chris Lough, VP of Medical Services Lori Masingil, VP of Quality	30 Dec 2024	28 Jan 2025

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