PROPHET® by ONCOHOST GUIDED ONCOLOGY

PLASMA COLLECTION AND SHIPPING INSTRUCTIONS

PROphet® Plasma Collection Kit

Mobile Phlebotomy

1. KIT SUPPLIES AND EQUIPMENT

Blood Collection and Plasma Preparation

- 10 ml lavender top EDTA blood tube (1) (+1 extra)
- 15 ml blue cap plasma collection tube (1)
- 2 ml cryovial, self-standing pre-labeled vials (4)
- Vacutainer & butterfly needle set 23 ga. (1)
- Disposable pipette, sterile (2)
- Disposable tubes rack (1)

Packaging and Shipping

- Biohazard pouch (1)
- Specimen Collection Kit Bag (1)
- EPS Shipper and box (1)
- Precut packaging tape (1)

Documents:

- Test Requisition Form (FRM-020-PRD)
- Patient Plasma Collection Form (FRM-068-PRD)
- Patient Consent Form (FRM-092-PRD)

NOT PROVIDED WITH THE KIT

- Dry ice (10 lbs) - to be supplied by the courier

2. BLOOD COLLECTION

Writing patient initials and date of birth on the cryovials is crucial for ensuring sample validaty.

1. Assemble all blood collection supplies and venipuncture equipment from kit. If any equipment is missing, call OncoHost Client Services (CS) at 1-855-950-2112.
2. Before collecting the specimen, verify the patient's identity using two identifiers and sign the Patient Plasma Collection Form (FRM-068-PRD). In case of a mismatch, call OncoHost Client Services.
3. Verify that kit ID on the cryovial labels matches the kit ID indicated on the Patient Plasma Collection Form and sign to confirm. In case of a mismatch, add a remark in the relevant section of the form.
4. **Write patient's initials and date of birth (DOB) on each of the 4 cryovials. Sign Patient Plasma Collection Form to confirm.**
5. Draw 10 ml of venous blood into the lavender top EDTA blood tube.
6. Gently invert the EDTA blood tube 5 times. One inversion is a complete turn of the wrist (180°, and back).

3. BLOOD SAMPLE HANDLING

Specimen should not be frozen until plasma separation is complete.

1. Centrifuge the blood immediately. If transport is required prior to centrifugation and aliquoting, store the specimen in the provided empty shipper.
2. **Avoid blood tube contact with dry ice before plasma separation.**
3. Avoid Heat Exposure - Do not store the specimen in a hot environment.

4. PREPARATION OF PLASMA SAMPLES

Time between blood collection and plasma sample transfer to dry ice **must be less than 2 hours.**

1. Centrifuge the EDTA blood tube at room temperature for 10 minutes, at 1000-1500g/RCF. When converting g/RCF to RPM, note that RPM values differ based on centrifuge diameter.
2. Immediately and carefully collect a maximum of 5 ml of plasma from the blood collection tube into the 15 ml tube using the sterile disposable pipette. Do not disturb the buffy coat layer. If, for some reason, the layers are mixed during handling, centrifuge the entire sample of whole blood again, and then transfer the plasma into the 15 ml tube.
3. Carefully mix the 15 ml tube by gentle inversion 5 times.
4. Pipette 1.5 ml of plasma into each of the cryovials. Make sure the tubes are not completely full.
5. Close all cryovial caps securely.
6. Discard any remaining blood/plasma.

5. PACKAGING OF PLASMA SAMPLES

Ten (10) lbs of dry ice is required to preserve sample integrity.

1. Place the plasma containing cryovials in the biohazard pouch and seal firmly. Place the biohazard pouch in the white bag marked 'Specimen collection kit'.
2. Complete Patient Plasma Collection Form (FRM-068-PRD). Fold this form, along with the Test Requisition Form (FRM-020-PRD) and Patient Consent Form (FRM-092-PRD) **and place all forms in the 'Specimen collection kit' bag.**
3. Layer the dry ice at the bottom of the styrofoam shipper box (approx. 1/3 of the total dry ice).
4. Place the 'Specimen collection kit' bag on top of the dry ice layer.
5. Layer the remaining dry ice on top of the 'Specimen collection kit' bag.
6. Close the styrofoam box with the lid and place in cardboard shipping box.
7. Seal the shipping box with provided packaging tape. **Ensure the tape does not conceal the shipping label.**

6. SHIPPING OF PLASMA SAMPLES

Ship sealed package using FedEx Overnight Shipping.

1. Blood collection and shipping should only occur from Monday-Thursday.
2. Affix the return shipping label to the side of the shipper box.
3. **Take the package immediately to the FedEx drop-off** and ship to OncoHost's laboratory.

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PLASMA COLLECTION AND SHIPPING INSTRUCTIONS

PROphet® Plasma Collection Kit

In Clinic

1. KIT SUPPLIES AND EQUIPMENT

Blood Collection and Plasma Preparation

- 10 ml lavender top EDTA blood tube (1) (+1 extra)
- 15 ml blue cap plasma collection tube (1)
- 2 ml cryovial, self-standing pre-labeled vials (4)
- Vacutainer & butterfly needle set 23 ga. (1)
- Disposable pipette, sterile (2)
- Disposable tubes rack (1)

Packaging and Shipping

- Biohazard pouch (1)
- Specimen Collection Kit Bag (1)
- EPS Shipper and box (1)
- Precut packaging tape (1)

Documents:

- Test Requisition Form (FRM-020-PRD)
- Patient Plasma Collection Form (FRM-068-PRD)
- Patient Consent Form (FRM-092-PRD)

NOT PROVIDED WITH THE KIT

- Dry ice (10 lbs) - to be supplied by the courier

TO BE PERFOMED BY CLINIC

2. BLOOD COLLECTION

Writing patient initials and date of birth on the cryovials is crucial for ensuring sample validaty.

1. Assemble all blood collection supplies and venipuncture equipment from kit. If any equipment is missing, call OncoHost Client Services (CS) at 1-855-950-2112.
2. Before collecting the specimen, verify the patient's identity using two identifiers and sign the Patient Plasma Collection Form (FRM-068-PRD). In case of a mismatch, call OncoHost Client Services.
3. Verify that the kit ID on the cryovial labels matches the kit ID indicated on the Patient Plasma Collection Form and sign to confirm. In case of a mismatch, add a remark in the relevant section of the form.
4. **Write patient's initials and date of birth (DOB) on each of the 4 cryovials. Sign Patient Plasma Collection Form to confirm.**
5. Draw 10 ml of venous blood into the lavender top EDTA blood tube.
6. Gently invert the EDTA blood tube 5 times. One inversion is a complete turn of the wrist (180°, and back).

3. BLOOD SAMPLE HANDLING

Specimen should not be frozen until plasma separation is complete.

1. Centrifuge the blood immediately. If transport is required prior to centrifugation and aliquoting, store the specimen in the provided empty shipper.
2. **Avoid blood tube contact with dry ice before plasma separation.**
3. Avoid Heat Exposure - Do not store the specimen in a hot environment.

4. PREPARATION OF PLASMA SAMPLES

Time between blood collection and plasma sample transfer to freezer or dry ice **must be less than 2 hours.**

1. Centrifuge the EDTA blood tube at room temperature for 10 minutes, at 1000-1500g/RCF. When converting g/RCF to RPM, note that RPM values differ based on centrifuge diameter.
2. Immediately and carefully collect a maximum of 5 ml of plasma from the blood collection tube into the 15 ml tube using the sterile disposable pipette. Do not disturb the buffy coat layer. If, for some reason, the layers are mixed during handling, centrifuge the entire sample of whole blood again, and then transfer the plasma into the 15 ml tube.
3. Carefully mix the 15 ml tube by gentle inversion 5 times.
4. Pipette 1.5 ml of plasma into each of the cryovials. Make sure the tubes are not completely full.
5. Close all cryovial caps securely.
6. Discard any remaining blood/plasma.
7. Place the plasma containing cryovials in the biohazard pouch and seal firmly. Place the biohazard pouch in the white bag marked 'Specimen collection kit.'
8. Complete Patient Plasma Collection Form (FRM-068-PRD). Fold this form, along with the Test Requisition Form (FRM-020- PRD) and Patient Consent Form (FRM-092-PRD) and **place all forms in the 'Specimen collection kit' bag. Verify that each form contains the patient kit ID.**
9. If you are not shipping the specimen immediately, store the 'Specimen collection kit' bag in a -20°C freezer. If the temperature deviates, call OncoHost CS.
10. Call OncoHost Client Services at 1-855-950-2112 or email contact@oncohost.com to coordinate specimen pick-up with dry ice.

TO BE PERFORMED BY COURIER/ PERSON PERFORMING THE SPECIMEN SHIPMENT

5. PACKAGING OF PLASMA SAMPLES

Ten (10) pounds of dry ice is required to preserve sample integrity.

1. Layer dry ice at the bottom of the styrofoam shipper box (approx. 1/3 of the total dry ice).
2. Place the 'Specimen collection kit' bag on top of the dry ice layer.
3. Layer the remaining dry ice on top of the 'Specimen collection kit' bag.
4. Close the styrofoam box with the lid and place in cardboard shipping box.
5. Seal the shipping box with the provided packaging tape. **Ensure the tape does not conceal the shipping label.**

6. SHIPPING OF PLASMA

Ship sealed package using FedEx Overnight Shipping.

1. Blood collection and shipping should only occur from Monday-Thursday.
2. Affix the return shipping label to the side of the shipper box.
3. Document the Kit ID and shipment tracking number and then notify OncoHost's CS via email or the portal.
4. **Take the package immediately to the FedEx drop-off** and ship to OncoHost's laboratory.