

SAMPLE SUBMISSION GUIDE LINES

The following guidelines should be used when collecting samples after hours for next day submission or for samples being mailed to us.

HEMATOLOGY

Sample Type:

1. 1 EDTA (lavender top) tube at least ½ full. Mix sample well immediately after collection. Sample must be free of clots.
2. 2 freshly made unstained, unfixed blood smears.

Shipping Instructions:

1. Ship EDTA tube and blood smears **overnight** with ice pack. Please make sure the tube and slides are well protected from direct contact with the ice pack.
2. High temperatures and freezing must be avoided.

Additional Comments:

1. Smears should be made from a well-mixed EDTA sample immediately after collection. Smears made in the laboratory from shipped samples may not be adequate for analysis if sample is over 8 hours old.
2. Smear Preparation technique aids:
 - a. Use clean glass slides. ****No re-used slides****
 - b. Place a drop of blood ~3mm in diameter at one end of the slide.
Note: a drop of blood too small or large will create a short or long smear.
 - c. Hold pusher slide at a 30° - 45° angle.

CHEMISTRY (Routine)

Sample Type:

1. 1 - 2 mls of serum from a red top tube.
2. **DO NOT** send whole blood!

Shipping Instructions:

Ship overnight on ice pack.

Additional Comments:

1. Allow the blood to clot for 15 to 30 minutes, then centrifuge at a high speed for 10 minutes.
2. Remove the serum from the clot tube and transfer into an additive free tube.

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3. The most frequent causes of inaccurate biochemical testing results are: aged sample, hemolysis, icterus, lipemia, and insufficient sample quantity.

COAGULATION

Sample Type:

1. Plasma from 2.7ml Sodium Citrate tube (light blue top). Mix sample well immediately after collection. **SAMPLE MUST BE FREE OF CLOTS!**
2. Ratio of blood to anticoagulant is critical. The tube **MUST** be filled with exactly 2.7ml of blood.
3. The sample must be centrifuged and plasma removed from cells within 30 minutes.
4. Transfer the plasma to an additive free tube and freeze.

Shipping Instructions:

Ship the frozen plasma and original blue tube overnight on ice packs.

URINALYSIS

Sample Type:

10 ml of urine in a sterile leak-proof container.

Shipping Instructions:

Ship overnight on ice packs.

Additional Comments:

1. Urine testing should not be delayed.
2. Urine should be refrigerated immediately after collection and remain refrigerated during shipment to delay any chemical and cytological changes of the urine.

MISCELLANEOUS TEST

Test: Ammonia, Lactate, Coombs, Avian samples, Endogenous ACTH, etc.

Instructions: Please contact the laboratory for sample collection and shipping instructions.

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CYTOLOGY

A. Fluid (Synovial, Tracheal, CSF, etc.)

Submit:

1. Sample in an EDTA (lavender top tube).
2. 2 air-dried (unfixed, unstained) smears of the sample.

Shipping Instructions:

1. Place smears in a slide box.
2. Ship overnight on ice packs. Avoid direct contact between the sample and ice pack.

B. Aspirate and Impression smears

Submit:

1. Air-dried (unfixed, unstained) smears.

Shipping Instructions:

1. Place smears in a slide box.
2. Ship overnight.

C. Miscellaneous cytologies (bone marrow, special stains, etc.)

****Please contact the lab for special instructions****

SAMPLE SUBMISSION REMINDERS:

1. Always label all your samples with the patient's name and date.
2. Smears should be made on a clean frosted slide. Please label all smears with a **Cytology marker.**
3. Always make sure sample(s) are in spill proof containers.
4. Always make sure smears are placed in a slide box to avoid breakage during shipment.
5. Always ship sample(s) overnight. **We DO NOT receive samples on SATURDAYS.**
6. If you read your own slides before sending, please include at least 1 unstained, unfixed slide before sending.

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