

## INSTRUCTIONS for ArminLabs Test Kit DHL

**\*Please read these instructions carefully before booking your blood draw\***

### This kit contains:

- |   |   |
|---|---|
| 1x Polystyrene container with elastic band                | 1x Sealable plastic bag                         |
| 7x Vacutainer collection tubes                            | 1x Return DHL bag with a waybill enclosed       |
| 2x Sterile vacutainer needles (small black & white cases) | 1x Instructions for phlebotomist (preanalytics) |
| 1x BD Vacutainer holder                                   | 1x ArminLabs Order Form                         |
|   | 1x Phlebotomy + DHL instructions                |

### Please Note:

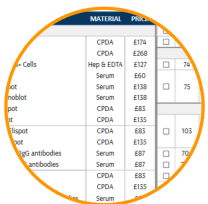
- ⚠ Arrange a blood draw for a Monday, Tuesday, or Wednesday morning only
- ⚠ The samples must be **shipped on the same day of collection** to reach the laboratory within 72h
- ⚠ Book your DHL collection prior to the blood draw
- ⚠ Your blood samples cannot be processed without a completed and signed **Order Form** and **AONM Authorisation Code**
- ⚠ Blood samples must be stored at room temperature, and NOT refrigerated or centrifuged

### Phlebotomy Instructions

Fill all 7 tubes unless our helpline or the patient's practitioner gives instructions to the contrary.

The tubes should be filled in the following order:

- 1st: **1x serum (orange cap)**
- 2nd: **3x CPDA (yellow cap)**
- 3rd: **1x heparin (green cap)**
- 4th: **2x EDTA (purple cap)**



	MATERIAL	PRICE
	CPDA	E174
	CPDA	E200
	Hep B E101A	E107
	Serum	E60
	Serum	E138
	Serum	E139
	CPDA	E85
	CPDA	E133
	CPDA	E85
	CPDA	E135
	Serum	E87
	Serum	E87
	CPDA	E85
	CPDA	E133
	Serum	

← The material type required for each test is listed on the order form in the column between the test name and the price.

Invert each tube gently 10 times by turning the tube upside down and back again.

Keep all blood samples upright (with the cap at the top) in a rack for 30 minutes.

Ensure the patient's name and date of birth (DOB) are written on every tube.

After 30 minutes, put the tubes into the polystyrene container and seal with the plastic band. Place the polystyrene container in the sealable plastic bag.

- ☐ Place the samples and completed & signed **Order Form** inside the box. Close the box.
- ☐ Place the box in the DHL bag. Remove the strip from the adhesive tape and seal the DHL bag.

## Payment & Authorisation Code

- Payment must be made in advance either online, by telephone, or bank transfer (details on order form)
- Upon payment you will receive an **AONM Authorisation Code** to complete the order form. \*NB: Your test cannot be processed without the code\*

## Shipping

Call DHL the working day before (ideally) or on the morning of collection (at the very latest) to find out the cut off collection time from your address for International Priority delivery (delivering within 24 to 48 hours) to *ArminLabs in Augsburg*

1. Book a collection time: Give them **your DHL waybill number**, which can be found between the top barcodes, and confirm your address.
2. Ensure that your samples are packed and ready before the agreed collection time.
3. Ensure that you have a DHL bag that has a waybill inserted in the pouch. The waybill should have the destination address of the laboratory pre-printed on it: *ArminLabs, Augsburg, Germany*
4. **EXPORT INVOICE:** Your export invoice has been submitted to customs electronically. It will be activated when the driver scans your barcode.



If asked:

- **Our account number** for shipments from the UK is **UK 421082465**, and from **outside the UK** 962988691
- The package is less than 0.5kg.
- Your shipment is classified as Exempt Human Specimen Non Hazardous – Non Infectious.
- Payment for the DHL shipment is made to AONM upon ordering

**If you require assistance please call our helpline on 03331 210 305 (09:00-16:30 Mon-Fri) or email [info@aonm.org](mailto:info@aonm.org). We will be happy to help.**