



CleanAssure™ dried blood spot (DBS) Collection Instructions:

Items provided by Alcala Labs:

- a.) **Alcala CleanAssure™ Requisition Form**
- b.) **Alcala Mitra™ Microsampling Test Kit** (contains 4-tip collection device in foil pack plus desiccant pack, lancet, alcohol prep pad, sterile gauze pad).

Complete Alcala CleanAssure Requisition Form:

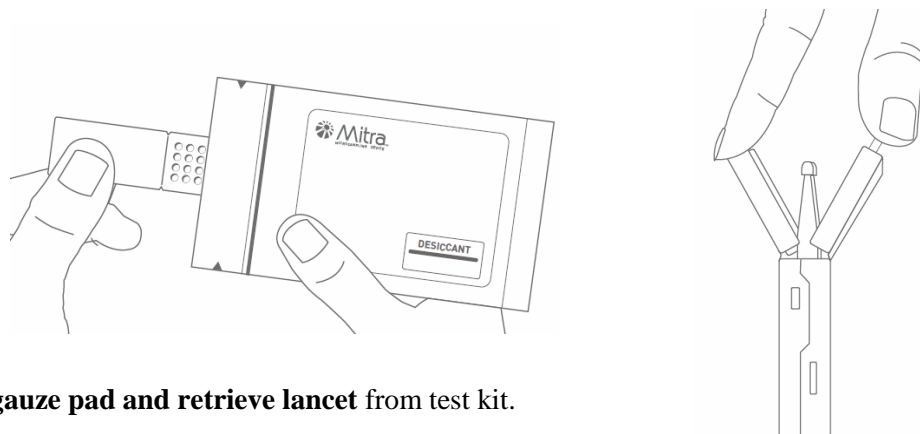
- 1) Complete patient information, including applicable ICD10 codes.
- 2) Complete provider/practice information.
- 3) Check desired tests. Under SAMPLE HANDLING check *CleanAssure™ test by dried blood spot (Mitra™ Microsampling Kit)*
- 4) Complete billing information if private pay, or attach back and front legible copy of insurance card.
- 5) Have the client, POA, or guardian sign the requisition.
- 6) Have the physician sign the requisition.
- 7) Verify that all blanks have been completed on the requisition form.
- 8) Attach a copy of the patients current medication list. Attach MAR to the requisition when mailing.

• Prepare the participant:

- 1) After obtaining consent (patient, POA or guardian signature), ask the participant if he/she would prefer to use the left or right hand for collection and select a finger for collection. Avoid heavily calloused or damaged (lacerated) fingers and any ringed fingers. Typically the pinky and thumb are not selected so as to minimize participant pain and facilitate collection, respectively. **The sides of the finger tips are used as the collection site for consistency and ease of collection.**
- 2) Have the participant rub their hands together to warm their hands and **stimulate blood flow**. A hand warmer may be used, or the participant may run their hands under warm water if a sink is available. Another technique to stimulate blood flow would be to have the participant alternately clench and relax the target hand, then rest fully prior to the fingerstick.
- 3) **Clean the selected finger with the alcohol pad** and allow it to fully dry. The finger must be completely dry before proceeding with the finger stick or the alcohol will contaminate the blood sample. As with all used collection materials, immediately dispose of the alcohol wipes in the biohazard waste container.

Specimen Collection using Alcala Mitra™ Microsampling Test Kit:

- 1) Open the test kit and **label the foil bag** with Patient Name, Date of Birth and Collection Date.
- 2) Tear open the foil bag using the pre-slit notch. **Remove the cartridge from bag**, leaving the desiccant inside.
- 3) **Open cartridge** by pulling tabs on cartridge apart from each other until the two sides are folded downwards. Set cartridge aside with microsamplers facing upwards. DO NOT touch or remove the microsamplers from the cartridge.



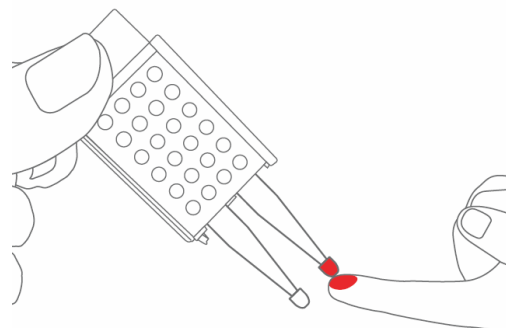
- 4) **Prepare sterile gauze pad and retrieve lancet** from test kit.

• Prepare the puncture site on the participant's finger:

- 1) Secure the participant's arm to prevent movement during collection and to relax the arm and hand muscles. Rest the participant's elbow on the edge of the table or on their lap. **Keep the participant's hand positioned comfortably below heart level** and their muscles relaxed to facilitate blood flow.
- 2) Grasp the chosen finger between thumb and index finger and **gently milk the finger by slowly and firmly squeezing the finger** while moving the grasp from palm to fingertip to pull blood towards the fingertip.
- 3) **Press the micro-lancet firmly against the participant's finger perpendicular to the fingerprint and discharge the lancet.** Do not puncture the center of the finger or close to the nail bed; instead aim between those two points, on the ulnar side of the finger. Immediately dispose of the used lancet in the sharps container.

• Collecting the blood spots:

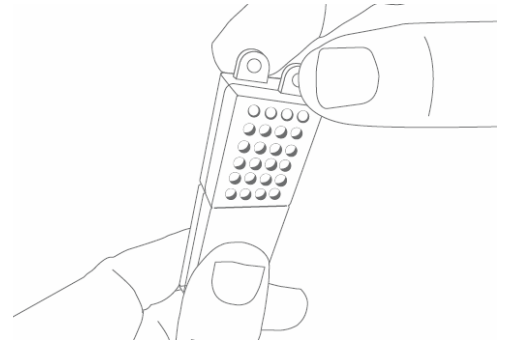
- 1) **Wipe the first drop of blood away** with the sterile gauze pad to remove the tissue fluid from the sample and immediately dispose of the gauze into the biohazard waste barrel.
- 2) While maintaining the participant's hand below their heart with a downward angle, gently squeeze the hand starting at the wrist and work down to the base of the finger to produce blood.
- 3) **Collect spots using the 4-tip Mitra™ Microsampler** by applying one micro-sampler tip at a time to surface of fluid sample.
- 4) **Watch sampler tip turn FULLY red** and then count 2 additional seconds. SLOWLY and SMOOTHLY remove sampler tip from blood.



IMPORTANT!

- Do NOT submerge the entire micro-sampler tip in fluid
- Sample at an angle for best results
- Do NOT sample from negative angle (i.e. tip should point downward towards floor)
- Do NOT drop blood/fluid onto the micro-sampler from above

- 5) **Close cartridge:** lift both sides of cartridge upwards to meet at the top and press tabs together until a click is heard.
- 6) Microsamplers secured in cartridge can be **immediately placed in bag with the desiccant** and SEALED using the zipper-top closure.
- 7) The SEALED bag is now ready for **transport to the laboratory**.
- 8) Once the DBS have been collected, or if the participant does not want subsequent finger-sticks, clean the puncture site of any extraneous blood using the sterile gauze pad.
- 9) Bandage the puncture site to prevent potential contamination once the participant leaves the sample collection area.



(NOTE: If the participant's blood clots any time during the collection process, ask permission to prick another finger; then clean and bandage the initial puncture site and start over if the request is accepted.

To prevent clotting, continue squeezing the participant's finger to keep the blood flowing or try firmly wiping the puncture with sterile gauze to disrupt clot formation).



- **Mail-in instructions:**

If mailing the specimen back to Alcala Labs:

- 1) Place the sealed, labeled foil bag containing the dried blood spot cartridge, along with the completed requisition form, face sheet/diagnosis sheet, MAR and medication list in the enclosed FedEx or UPS envelope. If all the above documents aren't available, include a copy of the insurance card and complete the information needed on the requisition.
- 2) Shipping labels are included in each test kit. Multiple tests can be put in a single shipping envelope. Attach the preprinted label and ship to the lab.

NOTE: Specimen in sealed foil bag is stable at room temperature for at least 5 days but must be sent to the testing laboratory within 7 days, otherwise it will be rejected. It may be stored at 4°C, but is not necessary. Storing below 4°C and freeze-thawing should be avoided.

Please feel free to contact any of us or client services at the lab with any questions or concerns.

ALCALA TESTING AND ANALYSIS SERVICES:

619-450-5870