

## Shipping Preparation

### When to schedule your shipment

- Ship your sample on the same day as collection. You must ship on a Monday or Tuesday ONLY as the sample must reach the laboratory within 24 hours of collection.

### When you are ready to ship

- Ensure that the following information is provided;
  - Personal Information Form: make sure the form is completed and edit if necessary.
  - Pro-forma Invoices: please sign and date the bottom of both copies of the supplied invoices. Please place one of your invoices into the transparent envelope and stick the envelope to the box (the other one is handed to the driver).
  - Service Order Form: ensure that you complete and sign the form and return it with your samples.

### Prepare your shipment:

- Retrieve your refrigerated gel cooling packs from the fridge and place one of them into the bottom of the styrofoam box.
- Place the bio-hazard bag containing your samples into the padded envelope along with your Service Order Form and seal.
- Place the padded envelope into the styrofoam box and then place the second refrigerated gel cooling pack on top of the padded envelope along with your completed Personal Information Form.
- Place the styrofoam box into the supplied cardboard box and ship. Further shipping instructions of how to schedule the courier will be provided over email, please follow these instructions.

If you have any questions, concerns, or need support in understanding the test and instructions, please call our support team on +45 33 75 10 00 or email [info@nordic-labs.com](mailto:info@nordic-labs.com).



Nygade 6, 3.sal . 1164 Copenhagen K . Denmark . Tlf: +45 33 75 10 00

[info@nordic-labs.com](mailto:info@nordic-labs.com) . [www.nordic-labs.com](http://www.nordic-labs.com)

© Copyright 2022 Nordic Laboratories. Reproduction may be made for personal use only. Systematic electronic or print reproduction and distribution including duplication of any material in this paper for a fee or for commercial purposes, or modification of the content of the paper are prohibited.



Exacta / CancerTrack

EUROPE

## Welcome To Your Test Kit

You have chosen to do an Exacta or CancerTrack Test from Nordic Laboratories which will provide information to help you on your personal health journey.

**IMPORTANT SHIPPING INFORMATION - YOU MUST SHIP YOUR SAMPLES ON THE SAME DAY AS COLLECTION; on a MONDAY or TUESDAY ONLY**

You **MUST** contact us for your return shipping documents **BEFORE** arranging the blood draw and before starting your test kit.

### Please follow the below steps:

- Email to [support@nordicvms.com](mailto:support@nordicvms.com)
- Subject: Exacta/cancertrack Waybill Request AND Test Order Number e.g. TST-NL-#####.
- Supply your full name, telephone number and physical address (including country) of where the test kit will be shipped back from (the shipping company will collect from you). Please also supply your proposed pick up date and time.
- Shipping documents will be emailed to you, for you to print out.
- Further instructions of how to schedule the courier pick up will be provided over email.

### Important:

Please note that the blood draw procedure for this test needs to be carried out by a doctor or phlebotomist. Please read the Shipping Preparation and Shipping Instruction thoroughly before booking a blood draw appointment.

## Check Your Kit

### Shipping Materials

- Box containing the collection kit (**keep this box for returning your samples**)
- Styrofoam box with lid (**keep this box for returning your samples**)
- 2 Gel cooling packs (refrigerate, min 12-24 hours)  
**DO NOT FREEZE**
- Padded envelope
- Shipping Instruction (this will be emailed)
- Personal Information Form
- Service Order form (complete and sign)
- Return shipping documents (these will be emailed to you)
- Transparent envelope

### Collection Materials

- 1 x Blood collection pack
- 2 x Black/brown- capped tubes (DCGL)
- 2 x 10ml Lavender-capped tube (EDTA)
- 1 x Bio-hazard bag with absorbent pad

If any items are missing or expired, please call +44 (0)15 80 20 16 87 or email [testkits@nordicgroup.eu](mailto:testkits@nordicgroup.eu)

**Please note:** if the collection instructions are not followed carefully, it may lead to delay in the results or re-collection which will involve further costs.

## Preparation

### When to schedule your collection

- Book your blood draw appointment on a Monday OR Tuesday ONLY before 1pm as the samples must be shipped on the same day as collection and must arrive at the laboratory within 24 hours of collection.
- You must make the doctor or phlebotomist aware of the Shipping Preparation and Shipping Instruction included with this test when booking your appointment.
- On the day of your blood draw, and before attending your appointment, please call the shipping company (see Shipping Instruction) before 1pm to arrange for a courier to collect your samples from the address of your doctor or phlebotomist.
- The shipping company have a 3-hour time frame to make the pick-up, please tell them that your package needs to be collected before 5pm.

### Provide the following information

- Personal Information Form: verify that the information on the form is correct and edit if needed.
- Service Order Form: Fill out both sides of the Service Order Form and return with your samples.

### Prior to Collection

- You must fast for six hours prior to blood draw.
- Do not eat solid food. Drink only water when necessary.
- Refrigerate gel wrap pack for a minimum of 24 hours and freeze your freezer packs for a minimum of 48 hours prior to attending your blood draw appointment. You MUST take your gel wrap pack and freezer packs along to your blood draw appointment.
- Patient must NOT have undergone Chemotherapy, Surgery, Radiation, PET/ CT/ MRI/ Radiation therapy/ Any CT procedure, blood transfusion for 24 hours prior to blood draw.

### Important Note:

- Never discontinue medication without first consulting your practitioner.
- Do not centrifuge the blood specimen in ANY of the tubes.
- Samples are to be shipped on the same day as collection.
- The whole blood samples must be shipped between temperatures of +2°C to +8°C.
- Do not use specimen collection tubes after expiration date.
- Samples MUST reach the laboratory within 24 hours of collection.
- All tubes should be properly labelled with patient name, DOB, Gender, date and time of collection.
- Patient's case summary and copy of previous investigation reports should be send back with your sample. Along with any of the following:
  - Histopathology reports/ Immunohistochemistry reports
  - Latest discharge summary
  - Chemotherapy/Radiation therapy details
  - PET/CT Scan details
  - Any other clinical history

## Figure 1\*

For professional use i.e. this information is for the doctor or phlebotomist on how to invert samples:

- One sample inversion requires the tube to be rotated through 180 degrees in one direction, then rotated back through 180 degrees in the opposite direction. Inadequate or delayed mixing may result in inaccurate test results. Mix Gently, DO NOT shake



## Collection Procedure



### Step 1:

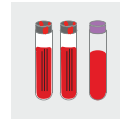
Write the patient's full name, date of birth, gender and the date and time of collection on the labels attached to the tubes. Also note the date of the collection on the Personal Information Form.

**Important:** To ensure accurate test results the requested information must be provided



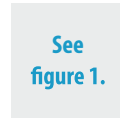
### Step 2:

Prepare the patient for venepuncture procedure. Perform venepuncture with vacutainer needle attached to the holder. ALL tubes must be filled during the same phlebotomy session starting with tube numbered '1' and ending with tube numbered '4'.



### Step 3:

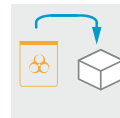
Collect blood using provided tubes. Starting with tube numbered '1' and ending with tubes numbered '4'.



See  
figure 1.

### Step 4:

Perform 8-10 gentle inversions of the lavender-capped tubes as shown in figure 1 on page two.\*



### Step 5:

Place ALL tubes into the bio-hazard bag. Your samples are now ready to ship.

**IMPORTANT:** The blood tubes must not be in contact with any frozen surface