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|  | MODE FOR SENDING SAMPLES IN DIRECT ACCESS | Issue date: 20.05.2013 Revision n.14 |
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1. PURPOSE OF THE PROCEDURE

Magi laboratory is an ISO15189 accredited laboratory by an Italian Institution named ACCREDIA. The purpose of this operating procedure is to describe the procedures for sending samples and filling in the relevant forms for carrying out molecular genetic analysis at the Magi Laboratory.


2. BIOLOGICAL SAMPLE COLLECTION MODE

The biological material to perform the genetic test can be as follows:

- a) **Venous blood:** collect 3 ml of blood sample in a blood count tube with anticoagulant EDTA. If the blood sample is shipped within 3 days of collection, it must be refrigerated (+4°C), otherwise it must be kept in the freezer (-20°C) until it is sent.
- b) **Saliva:** collect 1 ml of saliva using the collection kit and should pay attention to the relevant illustrative brochure. The sample should be stored in the refrigerator (+4°C) and can be shipped 6 months after collection.
- c) **DNA:** a total quantity between 2 µg - 3 µg at a minimum concentration of 50 ng/µl is required. If the DNA sample is shipped within 3 days of extraction, it must be refrigerated (+4°C), otherwise it must be stored in the freezer (-20°C) until it is sent.
- d) **Tissue:** collect the sample and place it in a sterile tube that contains ethanol, then it should be stored in the refrigerator (+4°C). The sample must be sent within 24 hours. This biological material is exclusively suitable for the genetic research of somatic mutations, however it should always be accompanied by the blood sample or saliva sampling.

Caution: in the sample tubes must be indicated the patient's Name, Surname and the date of birth. The transport of samples is carried out at room temperature by courier agreed with the Magi laboratory, which guarantees delivery within 24 hours (visit website http://www.dhl.it/it/contact_center/...i_express.html_center/...i_express.html).

3. PREPARATION OF BIOLOGICAL MATERIAL AND DOCUMENTATION

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It is necessary to prepare the package containing the following material and documentation:

a) Biological material should be inserted :



In the absorbent tube holder



in the cardboard box



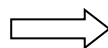
in the biohazard envelope

b) Prepare a tamper-evident envelope containing the following documentation:




- Biological material inserted in the previously prepared biohazard bag
- Informed consent
- Clinical data sheet
- The photocopy of the patient's identity card (if the patient is underage the photocopy of parent's identity card)
- The photocopy of Health card
- Samples list form
- Binding agreement SSN (National Health Service)

c) The envelope of the courier DHL to which you must apply the special sticker indicating the code for the transport of biological samples "UN 3373" and in which you must insert the tamper-proof envelopes previously prepared.



4. RESERVATION OF THE ENVELOPE SHIPMENT

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To pick up the package, simply contact MAGI Laboratory, which will book the shipment with the DHL courier.

Contacts:

Telephone: **Addetto CUP** 0464-420795 (from 09.30 AM to 12.30 PM, from 14.30 PM to 17.30 PM)

E-mail: front.office@assomagi.org