

## COLLECTION INSTRUCTIONS OF ACCEPTABLE SAMPLE TYPES

### ▶ SERUM

1. Collect blood in red-capped blood collection tube, per standard procedure.
2. Allow blood to clot at room temperature (approximately 30 - 60 minutes).
3. Once blood has clotted, centrifuge sample at 1500-2000 RCF for 15 minutes at room temperature.
4. Aliquot 1mL of serum into a 1.5 - 2.0mL screwcap microtube (see Figure 1). DO NOT use cryovial tubes.
5. Sample(s) must be stored at or below -20°C within six (6) hours of collection.

### ▶ PLASMA

1. Collect blood in lavender- (K2EDTA) or yellow-capped (ACD) blood collection tube, per standard procedure. DO NOT use green-capped (heparin) blood collection tube.
2. Invert tube 8 - 10 times immediately following collection.
3. Centrifuge sample immediately at 1500-2000 RCF for 15 minutes at room temperature.
4. Aliquot 1mL of plasma into a 1.5 - 2.0mL screwcap microtube (see Figure 1), taking care not to disturb the buffy coat. DO NOT use cryovial tubes.
5. Heat inactivation: Heat plasma at 56°C for 30 minutes, then centrifuge at 12,000 RCF for 5 minutes.
6. Transfer clear plasma into new screwcap microtube.
7. Sample(s) must be stored at or below -20°C within six (6) hours of collection.

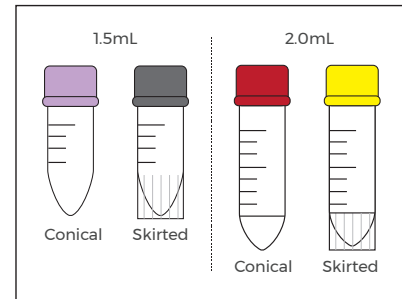


FIGURE 1) Screwcap microtubes (1.5 - 2.0mL)

## LABELING, STORAGE + SHIPPING PREPARATION

### ▶ LABEL MICROTUBES WITH:

- Patient or sample ID
- Date and time of collection
- Sample type (serum or plasma)
- Sample collection personnel (Last, First)
- Barcode (optional)

### ▶ STORAGE

- Store samples at or below -20°C

### ▶ SHIPPING

- Samples are shipped on dry ice
- Priority overnight shipping is required

## ORDER SUBMISSION

### ▶ SAMPLE MANIFEST

- Download Sample Manifest from the IMMUNO-COV™ Portal ([imanis-immunocov.com/portal/](https://imanis-immunocov.com/portal/)). NOTE: this Excel document contains two tabs. Both must be completed for testing to occur.
- Upload completed Sample Manifest to the IMMUNO-COV™ Portal on day of shipment (e.g. day prior to receipt at lab).
- Print, sign, and date one (1) copy of the Sample Manifest and include in the sample shipment.

## PACKAGING + SHIPPING INSTRUCTIONS

### ► PACKAGING MATERIALS NEEDED:

- Dry ice
- Polystyrene shipping container with an exterior cardboard box
- Secondary container

### ► SHIPPING INSTRUCTIONS

Regulatory shipping requirements depend on the nature of the sample(s) being shipped. Please consult the [CDC](#) for guidance on specimen packing and shipping to determine your shipment's appropriate category. Shipments should be sent in accordance with [IATA regulations](#).

Samples can be shipped Monday-Thursday via FedEx Priority Overnight Shipping (for arrival Tuesday-Friday).

**DO NOT ship on Friday or Saturday.**

1. Distribute a layer of dry ice on the bottom of a polystyrene shipping box.
2. Put sample microtube(s) in a secondary container.
3. Place secondary container in the middle of the polystyrene shipping box.
4. Fill the polystyrene shipping box completely with additional dry ice, packing compactly around the secondary container.
5. Place the Sample Manifest on top of the polystyrene shipping box lid, inside of the cardboard box. Ensure the completed Sample Manifest has been signed and dated by the package sender.
6. Close and seal the cardboard polystyrene shipping box.
7. Affix appropriate shipping labels to box exterior. Shipping labels will vary depending on the shipment category, but must always include a completed Class 9 (UN 1845) label and FedEx shipping label.

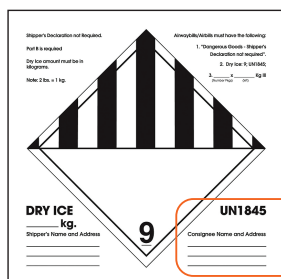


Figure 2) Class 9 Label

Imanis Life Sciences  
2900 37th Street NW, Building 110  
Rochester, MN 55901

**NOTE:** Package should be clearly labeled with the individual responsible for the shipment. This person must be knowledgeable about the material in shipment or have immediate access to a person with such knowledge.

8. Print FedEx shipping label and place in a plastic protective FedEx pouch. Affix pouch to the shipping box with the address and barcodes clearly visible.

#### SHIPPING ADDRESS

Imanis Life Sciences  
ATTN: Brandy Thompson  
2900 37th Street NW, Building 110  
Rochester, MN 55901  
T: 507-322-7235

For questions or assistance, please contact [assays@imanislife.com](mailto:assays@imanislife.com).