## Pour-Off Tube Requirements

This document provides instructions for preparing pour-off samples for shipment to Creative Testing Solutions (CTS). Please contact your Customer Service Manager for any questions prior to utilizing the pour-off process.

<table>
<thead>
<tr>
<th>Test</th>
<th>Sample Type</th>
<th>Sample Acceptability</th>
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</thead>
</table>
| **Novartis HIV-1/HCV/HBV** | Serum or Plasma | *Centrifuge at 1000-3000 x g for 10 minutes (must occur within 72 hours) and separate plasma from cells prior to shipping*  
*CTS requirement: frozen samples must be less than 9 months old*  
*Centrifuge at 1000-3000 x g for 10 minutes (must occur within 72 hours) and separate plasma from cells*  
*Up to 8 days: ship in regular shippers; after, freeze and ship on dry ice*  
*CTS requirement: frozen samples must be less than 9 months old*  
|                           | Serum or Plasma | *Centrifuge at 1000-3000 x g for 10 minutes (must occur within 72 hours) and separate plasma from cells prior to shipping*  
*CTS requirement: frozen samples must be less than 9 months old*  
| **Grifols ZIKA**         | Plasma       | *Centrifuge at 1000-3000 x g for 10 minutes (must occur within 72 hours) and separate plasma from cells prior to shipping*  
*CTS requirement: frozen samples must be less than 9 months old*  
|                           | Plasma       | *Centrifuge at 1000-3000 x g for 10 minutes (must occur within 72 hours) and separate plasma from cells prior to shipping*  
*CTS requirement: frozen samples must be less than 9 months old*  
| **Roche HIV-1/HCV/HBV(MPX)** | Plasma | *Ship in regular shippers*  
*Within 5 days or prior to shipping (whichever is soonerest), centrifuge at 800-1600 x g for 20 minutes and separate plasma from cells, then freeze at -18°C or colder; ship frozen on dry ice*  
*CTS requirement: frozen samples must be less than 30 days old*  
| **Roche WNV**            | Plasma       | *Ship in regular shippers*  
*Within 5 days or prior to shipping (whichever is soonerest), centrifuge at 800-1600 x g for 20 minutes and separate plasma from cells, then freeze at -18°C or colder; ship frozen on dry ice*  
*CTS requirement: frozen samples must be less than 30 days old*  
| **Roche ZIKA**           | Plasma       | *Ship in regular shippers*  
*Within 5 days or prior to shipping (whichever is soonerest), centrifuge at 800-1600 x g for 20 minutes and separate plasma from cells, then freeze at -18°C or colder; ship frozen on dry ice*  
*CTS requirement: frozen samples must be less than 30 days old*  

- **Plasma sample** is the recommended tube type. Serum cannot be used for Parvo, WNV or ZIKA testing.
- It is not required to pour off the pink and red top for shipment to CTS.
- **13/75 mm and 13/100 mm** are acceptable tube sizes for the pour-off EDTA sample.
  - Collect samples in a non-anticoagulated polystyrene or polypropylene plastic snap cap tube.
- **Pour-off sample** must be labeled with appropriate samples barcode.
  - The barcode label must be placed vertically on the sample tube.
- **Pour-off sample** must be labeled as “Plasma” or “EDTA”—or “Serum,” if applicable.
- **Documentation Requirements**—Include within the shipment:
  - Draw date/time
  - Centrifugation date/time
  - Frozen date for each sample (if applicable)

Samples that do not meet all above requirements will not be processed and result as “Not Tested.”
## Revision History

<table>
<thead>
<tr>
<th>Revision</th>
<th>Implementation Date</th>
<th>Reason</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>09/23/2016</td>
<td>• ZIKA update</td>
</tr>
<tr>
<td>Initial Release</td>
<td>01/19/2015</td>
<td>• Original release to website</td>
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</tbody>
</table>