



BLOOD LEAD SPECIMEN COLLECTION AND SHIPPING GUIDANCE

Indiana State Department of Health

550 West 16th Street, Suite B
Indianapolis, IN 46202

Version: 4.2.2019

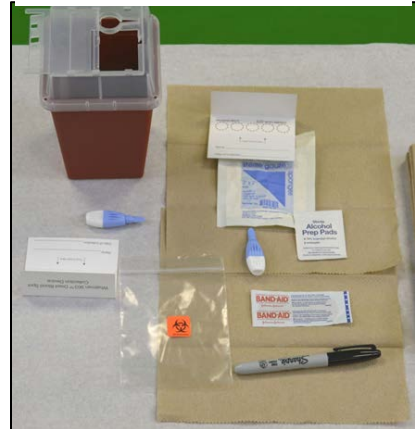
Contents

The Capillary Procedure.....	2
Filter Paper Cards.....	2
Microtainer Tubes.....	4
Venipuncture Procedure-Confirmatory.....	4
Supplies.....	5
Shipping Blood Lead Specimens to ISDH	6
Filter Paper Shipping Instructions.....	6
Capillary Microtainer Shipping Instructions	6
Blood Tubes Shipping Instructions	7
Specimen Ordering in LIMSNet.....	8
lmsnet.isdh.gov	8
Entering New Test Request.....	9
Marking Specimens to Ship to Laboratory.....	10
Contact Information	11

The Capillary Procedure

- 1.) Identify patient
- 2.) Wash hands before opening equipment box
- 3.) Cover clean work surface with paper towels from dust-proof supply box
- 4.) Place the following items (Figure 1) on the paper towel for each child being tested:
 - Gauze
 - Alcohol wipe
 - Lancet (blade style)
 - Filter paper card
 - Soap
 - Powder-free gloves

Figure 1. Capillary collection supplies



Filter Paper Cards

- 1.) Completely label filter paper card (Figure 2) with:
 - a. Child's full name
 - b. NOTE: each card is labeled with a number, this number is the SPECIMEN NUMBER which is entered into LIMSNet
- 2.) **Wash child's hands with soap/water; dry with non-recycled paper towel** from dust free box
- 3.) Do not allow child to touch anything afterward to prevent contamination
- 4.) Open flap of filter paper card (Figure 3), lay on flat surface
 - a. Do not touch any part of the filter paper or inside cover (shiny part) to avoid contamination
 - b. Do not fold flap under the filter paper
- 5.) Puncture finger with lancet. Pinky side of ring finger is a good choice
- 6.) Wipe away first blood drop using gauze

Figure 2. Filter paper card for capillary collection

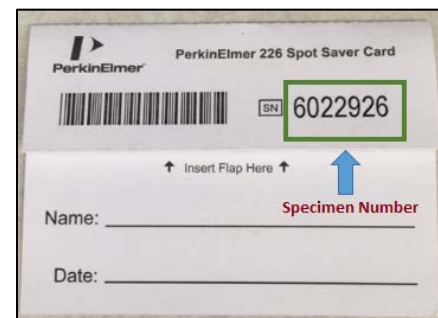


Figure 3. Opened filter paper card, ready for collection



- 7.) Turn patient's hand downward such that the finger is pointing toward the floor (Figure 4)
- 8.) Allow large drop to form at puncture site
- 9.) Allow blood drop to **free-fall** onto collection card allowing card to absorb blood until circle is full

NOTE: 1 free-falling drop of blood is approximately 50 μ l of blood, which standardizes the test among all collectors. If you are touching the drop of blood to the filter paper card before it free falls, you are collecting LESS than 50 μ l of blood and your results will NOT be accurate

- 10.) Repeat until all circles have been filled (Figure 5)
NOTE: Minimum sample volume; 2 filled circles
- 11.) Place gauze over site and ask parent/guardian to hold pressure on the finger
- 12.) Cap microtainer tube and invert to mix specimen immediately to prevent clotting
- 13.) Label tube with label created in step 1; show to parent/guardian for confirmation of correct information
- 14.) If necessary, bandage finger
- 15.) Place filter paper on a drying rack (Figure 6), with the blood drops facing the ceiling. Be sure to AVOID any contact with blood drops.

*Allow to dry for **AT LEAST 4 hours** away from direct sunlight or drafts from heat or air conditioning

Figure 4. Example of good collection technique



Figure 6. Examples of acceptable and unacceptable specimens

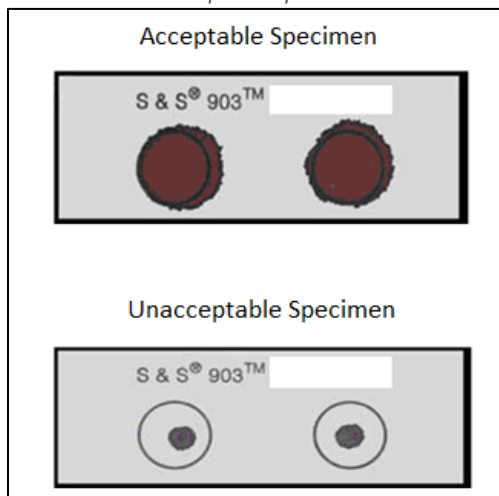
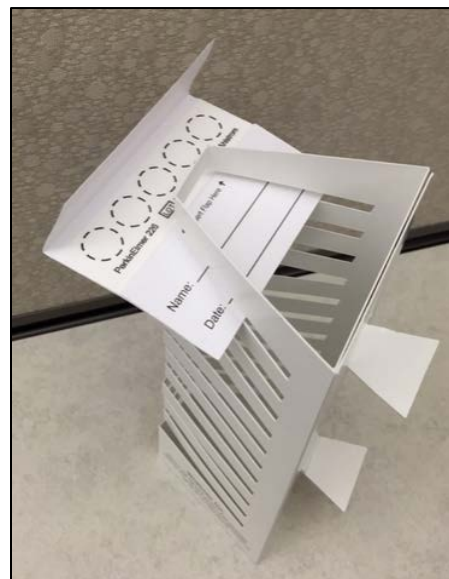


Figure 5. Drying rack with appropriately placed filter paper card



Microtainer Tubes

- 1.) Complete label for microtainer tube to include:
 - a. Child's full name
 - b. Date of Birth
 - c. Date of collection
- 2.) Wash child's hands with soap/water; dry with paper towel from dust free box
- 3.) Don't let child touch anything afterward to prevent contamination
- 4.) Open cap of microtainer and lay on flat surface
- 5.) Puncture finger with lancet. Pinky side of ring finger is a good choice
- 6.) Wipe away first drop using gauze
- 7.) Turn patient's hand downward such that the finger is pointing toward the floor (Figure 7)
- 8.) Allow large drop to form at puncture site
- 9.) Allow blood drops to fall into microtainer tubes without scraping finger
- 10.) Fill tube to first line (approximately 250 μ L); do this within 2 minutes of puncture
- 11.) Place gauze over site and ask parent/guardian to hold finger
- 12.) Cap microtainer tube and invert immediately; this mixes the specimen to prevent clotting
- 13.) Label tube with label created in step 1; show to parent/guardian for confirmation of correct information
- 14.) If necessary, bandage finger



Figure 7. Allow blood drops to fall into microtainer tube without scraping the finger. NOTE: Scraping the finger could cause contamination.

Venipuncture Procedure-Confirmatory

- 1.) Identify patient
- 2.) Wash hands, tie tourniquet 3-4 inches above site (If it rolls up, it's too tight!)
- 3.) Have patient clench fist. Palpate veins in antecubital area
- 4.) Loosen the tourniquet once a vein has been selected
- 5.) Assemble your equipment, this may also be completed in the beginning
- 6.) Tighten tourniquet again
- 7.) Relocate vein and cleanse with 70% isopropyl alcohol
- 8.) Allow alcohol to dry, less pain for patient this way

Collection Tubes

K2 EDTA preferred

- 9.) Place collection tube in tube holder (adapter); remove cap of needle
- 10.) Turn needle to bevel up position!
- 11.) Pull skin taut just below puncture site (less painful for patient)
- 12.) Insert needle at 30° angle (or less)
- 13.) Insert quickly, but not so fast you go through the vein
- 14.) **Do not** weave needle into vein (like IV start)!
- 15.) You only need the bevel of needle in the vein to successfully draw blood (passing through the vein will cause a hematoma, or bleeding under the skin)
- 16.) Push tube into adapter while pulling on lip edges of adapter to allow smooth insertion of rear needle into collection tube
- 17.) Allow tube to completely fill with blood.
- 18.) To remove tube: pull tube with fingers while pushing on adapter wings with thumb of same hand to allow smooth removal of collection tube from rear needle
- 19.) Remove tourniquet (can be removed during last tube; removing needle prior to removal of tourniquet can cause a hematoma)
- 20.) Place gauze over needle (without pushing down)
- 21.) Remove needle quickly, then put pressure with gauze
- 22.) Invert all tubes 5-7 times to mix
- 23.) If patient is competent enough, ask them to hold pressure while you label the tubes with the patient name, DOB, DOC, etc.
- 24.) Hold for 1-2 min. Do not bend arm; not helpful...not even recommended
- 25.) Once bleeding has stopped (**and you have to check!**), then apply bandage
- 26.) Checking to see if bleeding has stopped takes 5-10 seconds (application of bandage **before** bleeding has stopped can cause a hematoma)



Supplies

The Indiana State Department of Health (ISDH) Laboratories sends participating providers with collection supplies for capillary collection to include lancets, filter paper cards, alcohol prep pads, gauze and

bandages. In addition, the ISDH Containers Division at the laboratories will supply shipping containers for venipuncture confirmatory specimens. To order supplies, please go to <http://www.in.gov/isdh/19144.htm>.

Shipping Blood Lead Specimens to ISDH

Filter Paper Shipping Instructions

- 1.) Place dried filter paper in zipper bags once dried.
- 2.) Each sample must be individually bagged

Up to 8-bagged samples may be placed into an envelope (Figure 9) for shipment to the ISDH Laboratories for testing.

Include LIMSNet Cover Sheet (Figure 10) with specimens.

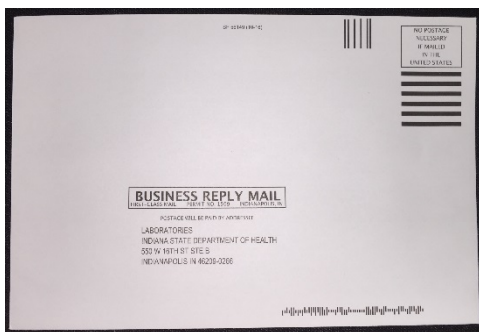


Figure 9. Pre-paid envelope for shipment to the ISDH Laboratories

First Name	Last Name	Specimen #	Date of Birth
George	Cheney	403302	1/1/1915
Edna	Edna	403303	1/1/1916
Phyllis	Allen	403304	1/1/1917
Allen	Allen	403305	1/1/1918

Figure 10. Example cover sheet; send to laboratory with

Capillary Microtainer Shipping Instructions

- 1.) Place completely labeled microtainer tubes in Styrofoam insert inside fiberboard box (Figure 11)
- 2.) Secure lid on fiberboard box
- 3.) Courier to ISDH Laboratory
- 4.) If NOT sending via courier
 - a. Place completely labeled microtainer tubes in biohazard zipper baggie
 - b. Place baggie in secondary container which meets USPS, UPS, or FedEx mailing requirements for Category B Infectious Substances
 - c. Send to ISDH Laboratory at:
550 W. 16th Street, Indianapolis, IN 46202
“Attention: Blood Lead Laboratory”



Figure 11. Microtainer transport box

Blood Tubes Shipping Instructions

1. Packaging (Figure 12) consists of the following components: primary receptacles (individual blood tubes not currently provided by ISDH Laboratories), secondary packaging (materials used to protect primary blood tubes), and outer packaging (polystyrene foam-insulated, corrugated fiberboard shipper)
2. Place labeled venous tube in a leak proof container or baggie
3. Place enough absorbent material to soak up all the liquid. Paper towels or tissues are both appropriate
4. Place baggie with specimens into an outer shipping box. Add cover sheet to the box
5. Place enough cushioning material inside the box to hold specimens in place
6. Seal shipping box and add appropriate shipping label
7. **DO NOT** place biohazard symbol on the outside of the container; it should be placed on the secondary container
8. Follow appropriate shipping regulations for UN3373 Category B infectious substances

***UPS, USPS, FEDEX are all available to ship the specimens to the ISDH Laboratories at:

**550 W. 16th Street, Suite B
Indianapolis, IN 46202**

ATTENTION: Blood Lead Laboratory

9. For shipping multiple specimens together, please notify our laboratory to make arrangements for multi-specimen shippers (Figures 13 and 14)

Figure 12. Mailing shipper for venipuncture specimens



Figure 13. Secondary container for multiple venipuncture specimens

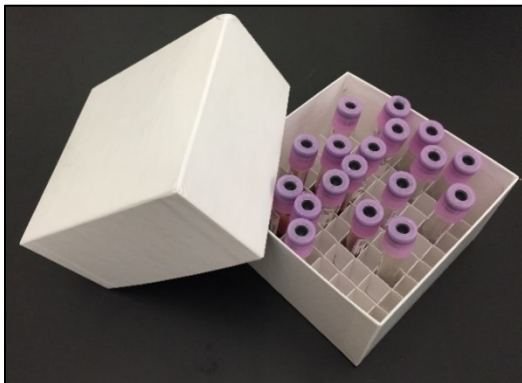


Figure 14. Example shipping container for multiple venipuncture specimens



Specimen Ordering in LIMSNet

limsnet.isdh.gov

Use **Internet Explorer** when logging into LIMSNet.

If you have trouble logging in (Figure 15), click on the [Forget Your Password?](#) link, this command will email you a temporary password. Keep in mind, your password must be changed every 3 months, otherwise it becomes invalid.

The temporary password is long and contains many symbols, so it is better to copy and paste the password, rather than typing it in.

If you do not receive an email in your inbox, check your spam folder.

If you still can't find it, call our help desk at **317-921-5506**. If you cannot reach a live person, leave us an email at LIMSAppSupport@isdh.in.gov

Announcements are posted right below login information to update you on any changes to LIMSNet.

Figure 15. LIMSNet Log-in Screen

SEAL OF THE STATE OF INDIANA
1816

Indiana State Department of Health

User Name:

Password:

IP Address=10.130.16.44
[Forgot Your Password?](#)

Effective immediately, if you are performing PCR on CRE/CRPA/CR-AB, we request that you include these results in LimsNet. There are two PCR selections available: "Cepheid Carba-R" or "Other." It is important to select Cepheid Carba-R if this is the platform used in your laboratory.

If you have questions, please contact ISDH Reference Microbiology Supervisor Elizabeth Rempala (phone: 317-921-5860, email: erempala@isdh.in.gov) or the ISDH Clinical Microbiology Division Director Dr. Sara Blosser (phone: 317-921-5894, email: sblosser@isdh.in.gov).

LimsNet tip: You can subscribe to email notification for test results. You can activate this by going to "Personalized Settings / Change My Personal Information. Click "Subscribe To Email Notification". Then, you will receive an email after your test results become available.

8/20/18: Our help desk number, 317-921-5506 is working now. You can call us, or

Problems? [Email LimsNet Support](#) or call 317-921-5506.
[LimsNet Training\(PDF\)](#) [LimsNet Manual](#)

Be sure to take a look at the LIMSNet Training Manual. This link is on the bottom of the webpage.

Entering New Test Request

Log new test, located on the top left (Figure 16).

Enter all the information marked with a red asterisk.

Click on the **save** button on the bottom of the page. You should get a message indicating the form has been successfully saved. If not, there is missing information or some error in entry! Please scroll up to review the form.

Figure 16. Blood Lead requisition form

342 unsubmitted tests Alexandra Vayl Site: ABC TESTING SITE

Log new test: Blood Lead Submit Tests Packages Test Results Personalized Settings

Administrative Tools My Account My Orders My Test Groups Audit Log Off

Blood Lead Request Form

INDIANA STATE DEPARTMENT OF HEALTH LABORATORIES

[Specimen Collection, Packaging & Shipping Instructions](#)

[Indiana Lead and Healthy Homes Supply order form](#)

Patient Information

Patient's Clinic ID Number:

*Patient's First Name: Middle Init:

*Patient's Last Name: *Date of Birth:

*Sex: Male Female Unknown Pregnant: No Yes

Apt#: *Address: *City:

*State: IN *Zip: *County:

Phone:

*Hispanic Ethnicity:
 Hispanic or Latino
 Not Hispanic or Latino
 Unknown

*Race:
 Asian
 Black or African-American
 American Indian or Alaska Native
 Native Hawaiian or Other Pacific Islander
 White
 Other
 Unknown

Guardian Last Name * Guardian First Name *

Phone:

Health Insurance Information

Insurance Type * Insurer Name (Private):

Insurance/Medicaid No.:

Policy Holder First Name: Policy Holder Last Name:

Group ID/MCO: Plan No.:

NO NPI Available: NPI *

NPI Last Name/Organization Name * NPI First Name

PCP Last Name: PCP First Name:

PCP Phone:

Blood Sample Information

*Date Of Blood Draw: *Sample Type:
 Blood Venous
 Blood Capillary
 Filter

Test Reason:
 Routine
 Confirmatory
 Follow-up
 Poisoning Symptoms
 Unknown

Test Site:
 Clinic
 Door to Door
 Primary Physician
 Other Fixed Site
 Unknown

*Specimen #: *Confirm Specimen #:

Marking Specimens to Ship to Laboratory

Once the form has been successfully saved:

- Click on **Submit Tests** at the top of the screen (Figure 17). There you will see the saved entry or entries ready to ship
- Select the specimens you wish to ship (remember-5 per envelope please)
- Click on **Mark as Shipped** at the bottom of the screen; a window should pop up with the cover page containing the package ID and corresponding barcodes for you to print and **send with your specimens**

Figure 17. Submit Tests screen

309 unsubmitted tests. Site: ABC TESTING SITE

Log new test: --- Select C Submit Tests Packages Test Results Personalized Settings

Log Off

Unsubmitted Samples

Send	Edit	Delete	Date Created	Collection Date	Patient ID	First Name	Last Name	Test Type	User Name	Provider Code
<input checked="" type="checkbox"/>	Edit	Delete	2/7/2019 11:54 AM	2/6/2019	121212	Rita	Hayworth	Blood Lead	jmadlem	990
<input checked="" type="checkbox"/>	Edit	Delete	2/7/2019 11:43 AM	2/5/2019		George	Clooney	Blood Lead	jmadlem	990
<input type="checkbox"/>	Edit	Delete	11/27/2018 10:57 AM	11/27/2018	000000001	Influenza	12	Virology	bpope1	990
<input type="checkbox"/>	Edit	Delete	11/27/2018 10:57 AM	11/27/2018	000000001	Influenza	11	Virology	bpope1	990
<input type="checkbox"/>	Edit	Delete	11/27/2018 10:56 AM	11/27/2018	000000001	Influenza	10	Virology	bpope1	990
<input type="checkbox"/>	Edit	Delete	11/27/2018 10:56 AM	11/27/2018	000000001	Influenza	9	Virology	bpope1	990
<input type="checkbox"/>	Edit	Delete	11/27/2018 10:55 AM	11/27/2018	000000001	Influenza	8	Virology	bpope1	990
<input type="checkbox"/>	Edit	Delete	11/27/2018 10:55 AM	11/27/2018	000000001	Influenza	7	Virology	bpope1	990
<input type="checkbox"/>	Edit	Delete	11/27/2018 10:53 AM	11/27/2018	000000001	Influenza	6	Virology	bpope1	990
<input type="checkbox"/>	Edit	Delete	11/27/2018 10:52 AM	11/27/2018	000000001	Influenza	5	Virology	bpope1	990

1 2 3 4 5 6 7 8

Records Per Page: 10

Carrier: [] Tracking Number: []

Submit Checked Samples

if cover page doesn't print

NOTE: If your pop-up blocker is on, this cover page window will not open; you may do one of two things:

- Click on **Packages** (D above), which will direct you to a link to the cover page on the far right
 - Package ID 209114 in Figure 16 on the following page; to print the corresponding cover page, click the cover page link to the far right
 - Don't forget to send cover page with specimens

OR: Turn off your pop-up blocker

Figure 18. Packages screen; used to select cover page to print if pop-up fails

307 unsubmitted tests. Jyl Madlem Site: ABC TESTING SITE
 Log new test: --- Select One --- Submit Tests Packages Test Results Personalized Settings
 Log Off

Package Status

	PackageID	Assay	ShipDate	Carrier	TrackingNumber	# Samples	
Select	269119	Blood Lead	2/7/2019			2	Cover Page
Select	267039	Enterics/Norovirus	1/1/2019			1	Cover Page
Select	265950	CTGC	12/7/2018			1	
Select	265948	CTGC	12/7/2018			1	
Select	265693	Bacterial VPDs	12/4/2018			1	Cover Page

Viewing reports requires a PDF reader. You can download [Adobe's Acrobat PDF reader](#) free.

You're now ready to ship your specimens to the ISDH Laboratories at:

550 West 16th Street, Indianapolis, IN 46292; **ATTENTION: Blood Lead Laboratory**

Contact Information

Case Management: Teresa Kirby - tkirby@isdh.in.gov 317.233.8606

Gerri Anderson - ganderso@isdh.in.gov 317.233.1356

Chemistry Division Director: Mary Hagerman, MS - mhagerma@isdh.in.gov 317.921.5553

Laboratory Program Advisor: Jyl Madlem, MS, MT(AMT) - jmadlem@isdh.in.gov 317.475.4177

Lead and Healthy Homes Division Data Processing Operator: Kari Horsley - khorsley@isdh.in.gov
 317.233.1296 for info on how to get started

LIMSNet Help Desk: LIMSAppSupport@isdh.in.gov 317.921.5506

Testing Supplies: <http://www.in.gov/isdh/19144.htm>; containers@isdh.in.gov 317.921.5875

