

## Packaging and How to Use It

### Histopathology

Each box that you receive contains four or five separate packages together with loose submission forms bearing your practice address label. The packaging is compliant with the definition given to the BVA by the Royal Mail (*Veterinary Record*, March 13 1999, **144**, 274).

Ideal sample size is approximately 2.5cm x 1.5cm and less than 1.0cm thick. Volume of fixative should be at least 10x that of the tissue. If larger samples are to be submitted whole, they should be fixed in an appropriate volume of formalin in a large jar or bucket prior to submission. They can then be sent in a normal pot or wrapped in formalin-soaked tissue and sealed in polythene

For each sample, please follow the following procedure:

### Rest Associates

1. Write the **owner and animal names** on the inner container label.
2. Place sample in formalin container and tighten lid securely
3. If more than one container is being submitted per case, please write site/s on the label.
4. Place the specimen container inside the large outer mailer (Cotton wool has been added in case of leakage) Screw the lid on tightly.
5. Complete the submission form with the relevant history.
6. Please write or stamp the practice name and address on the reverse of the postage-paid envelope.
7. Place the specimen and submission form in envelope and seal.

### Finn Pathologists

1. Dilute the formalin with tap water to the 'thread line' of the pot.
2. Tighten the lid securely after adding the sample.
3. Please write the **owner and animal names** on the pot label.
4. If more than one pot is being submitted per case, ensure that the site of the sample is also marked on the pot.

5. Place the pot in the plastic bag with the vermiculite (absorbent granules).
6. Place the sealed bag and a completed submission form in the cardboard box and tuck in the box lid.
7. Write or stamp the **practice name and address** on the reverse of the padded envelope.
8. Seal the box inside the padded postage-paid envelope.

### **Smaller Packaging Available!**

We are aware that not all clients have easy access to a post office. Consequently we have designed a smaller package, containing a 30 ml container, which fits through the slot of a conventional post box. If you would like to receive the smaller packs, please call us (01379 854 180).

## **Blood Samples**

Always remove the needle from the syringe prior to filling blood tubes.

### **Serum Gel Tubes**

- 1) Slowly fill the gel tube (after removing the needle).
- 2) Allow the sample to clot by letting it stand for 30 minutes.
- 3) Centrifuge at high speed for 10 minutes. This results in the gel forming a barrier between the cells and the serum.
- 4) Check the position of the gel plug and the serum colour visually. If it appears haemolysed, indicating damage to red blood cells, then a repeat sample should be taken before submitting it to the laboratory.

**Plain Tubes** can be used when the practice does not have a centrifuge. Allow the sample to clot for 30 minutes. Separate the serum by decanting into a fresh plain tube. Label with patient/client details. As before, if serum appears haemolysed, please repeat the sample.

**EDTA Tubes** are required for haematology. Fill the tubes to the mark (under filling results in artefact and over filling predisposes to clotting). Remember to mix the blood by slowly inverting the sealed tube several times or by gently rolling between the hands. Please also submit 2 fresh, unstained, air-dried smears to preserve cell morphology.

**Fluoride Tubes** when measurement of glucose is required.

### Sample Submission

8. Please write the **owner and animal names** on all of the blood tubes.
9. Complete the submission form with the relevant history and tests required.

10. Place all blood tubes inside the large polypropylene transport tube provided. Cotton wool can also be placed inside the tube to absorb any leakage.
11. Screw the lid on tightly and place in the postage-paid padded envelope, with the submission form, making sure that the **practice name and address** are on the reverse side.

## **Swabs and Urine tubes**

### Sample Submission

1. Please write the **owner and animal names** on all swabs and tubes.
2. Complete the submission form with the relevant history and tests required
3. Secure the lids tightly.
4. Place the tubes in absorbent material and then place in a sealed biohazard plastic bag.
12. Place in the postage-paid padded envelope making sure that the **practice name and address** are on the reverse side.