# Dried Blood Spot Collection - PEth testing- SOPDRG009S

**The following instructions must be completed for this test. A copy of this SOP can be found in your black reference file or online at https://crystal-health.co.uk/sample-collector-training/.**
**If any of the below tasks cannot be completed, call Crystal Health immediately on 0161 707 4935.**

**The specific sample collection details will be emailed to you for each confirmed booking.**

## PREPARATION OF FACILITIES

**YOU MUST PERFORM THE FOLLOWING TO MAINTAIN CHAIN OF CUSTODY**

- **Ensure the sample collection facility is private and includes adequate fixtures to perform the sample collection e.g. desk/table and chairs.**
- **Confirm that no other individuals with exception to the test participant, will have access to the sample collection facility while the work is on progress.**
- **You must comply with GDPR and confidentiality requirements, and not disclose any personal information or materials either purposefully or accidently.**

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## COLLECTION INSTRUCTIONS

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| 1) Prior to the sample collection ensure you have all the required equipment and that all blood collection devices are within their expiry date- refer to sample collection materials document |
| 2) Prepare the Cansford sample envelope by completing the test details from the Envelope instruction- sent via email (text in red) see picture in trouble shooting and guidance |
| 3) Complete all sections highlighted in yellow on the Hair/Blood Collection & Consent form with the donor. Ensure the consent section has also been signed by the donor |
| 4) Ask the donor for photographic ID (passport/driving licence) and record type & unique number on the sample envelope and the collection & consent form see trouble shooting and guidance |
| 5) Complete all relevant sections on the sample envelope including any medication taken within the last month. |
| 6) Put on a pair of gloves and prepare the sample kit |
| 7) Open the blood collection cassette and bend the white plastic edge away from the clear plastic collection area to expose the collection capillary tubes. |
| 8) Ask the donor to rub their hands together to increase blood flow. |
| 9) Suggest the thumb on the non-dominant hand is used. The area slightly to the side of the fleshy part of the fingertip should be used. see picture in trouble shooting and guidance |
| 10) Clean the area using the pre-injection wipe provided and then dry with the gauze pad provided. |
| 11) Use the lancet to puncture the skin, then massage the thumb towards the tip. The blood collection must be performed quite quickly to ensure blood does not coagulate. |
| 12) Using the gauze wipe away the first drop of blood that is produced see picture in trouble shooting and guidance |
| 13) Massage the punctured thumb towards the tip again and wait for a second blood drop to form. Firmly squeeze the thumb to produce more blood. |
| 14) Without touching the thumb with the blood collection card, hold the device to the blood droplet. Align the first capillary collection tube to the blood drop and the blood will be sucked into the collection tube |
| 15) Ensure that dot at the end of the capillary tube is full before moving on to the next collection tube. see picture in trouble shooting and guidance |
| 16) Repeat this process until all 4 capillary tubes are full and the dot at the end of each is full. see picture in trouble shooting and guidance You may need to massage the finger each time to produce more blood. |
| 17) Apply the plaster or gauze to stop any further bleeding. |
| 18) Close the device quickly to allow blood spot to transfer on to the paper within the cassette. Open cassette to check you have collected 4 round blood spots. see picture in trouble shooting and guidance |
| ADVICE- Filling one or two capillaries at a time (rather than all 4 at once) and closing the cassette after will prevent blood clotting too quickly. Fill tubes, close the cassette for 5-10 seconds and press together firmly, then open to check the blood has transferred to the paper. The capillary tube should also be empty if transfer has been successful |
| 19) Place cassette in to the completed Cansford envelope. Seal with the tamper strip and ask the donor to date and initial this. see picture in trouble shooting and guidance |
| 20) Ask the donor to read and sign the consent declaration on the sample envelope (shaded grey area) |
| 21) Return the tamper sealed envelope, spare unused kits and all documentation (including your invoice) to Crystal Health using the Special Delivery envelope provided, on the same day as collection. |



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## TROUBLESHOOTING & GUIDANCE

**2) Pre-collection Prepare the sample envelope**

### PRIOR TO SAMPLE COLLECTION

**Refer to the Envelope Instructions sent via email and copy the necessary test details (in red) on to the sample envelope.**

**4) Donor Identification**

**If the required ID is not available and you have not been provided with special instructions STOP the test and call Crystal Health immediately. Photographic ID must have a uniquely identifying number eg passport / Driving licence number and only original copies are accepted.**

**6-16) Collect the blood sample**

**Perform quickly to ensure blood does not clot**

**Fig.1 Use the lancet to puncture the fleshy part of the thumb on the Non-dominant hand.**

**Fig 2. Discard the first blood droplet by wiping away with the gauze provided.**

**Fig 3. Completely fill each capillary tube, making sure the circular dot at the end of the tube is also filled**

**The thumb will need to be firmly squeezed to produce more blood**
**If the blood flow completely stops, use a spare lancet to puncture the thumb again**

**The tubes fill using capillary action. The thumb should not touch the collection card, as the blood will be "sucked" into the tube.**

**18) Quickly close cassette**

**To prevent clotting, fill one or two tubes at a time, close the cassette firmly for 5–10 seconds, check transfer, then repeat until all 4 spots are visible. The capillary tubes should be empty if transfer has been successful.**
**If all 4 spots have not appeared call CHG for further instruction**

**19) Tamper seal the sample envelope.**

**Place the security seal over the flap of the Sample Envelope where indicated.**

**The DONOR must date and initial the seal.**

**3 & 20) Donor must sign all consent sections**

**Ensure the donor has signed BOTH the sample envelope and the Collection & Consent form.**

**If the donor refuses to provide consent:**
**Complete Section 5 of the Collection & Consent form (Non-Conformity)**

**21) Return to Crystal Health Group**

**Post the sample envelope, spare unused kits & Documentation to CHG using Royal Mail Special Delivery. For any test related queries, direct the donor to Crystal Health Group.**
**If you cannot dispatch the samples on the same day as the collection, you must inform CHG immediately.**



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