**TITLE: Factor VIII Activity Testing on Umbilical Cord Blood Samples**

**Principle:** To correctly prepare and send umbilical cord blood specimens for Factor VIII testing and properly process results when received.

**Personnel:** Phlebotomists and Medical Technologists

**Referred Laboratory:** Mayo Clinic Laboratories

**Specimen Requirements:** 1 ml platelet-poor citrated plasma, frozen at -40 or colder.

**Additional Information:** Need to obtain dry ice to ship specimen frozen to Mayo.

**LIS Order Code:** MISC

**Stepwise Procedure:**

**Specimen Processing:**

1. Specimen will be collected during delivery and brought to the lab by nursing staff.
2. Check to see if there is a full bag of dry ice in the -70® C freezer in Micro. If not, have Blood Bank order some from Versiti Blood Centers.
3. Receive the specimen into the LIS and print 2 extra labels. One for the Reference Lab Testing Log and one to keep with a copy of the requisition.
4. Follow procedure 4840-SendOuts-174 “Preparing Platelet-Poor Plasma for Referred Coagulation Testing” to prepare the plasma.
5. Transfer the platelet-poor plasma in to a labeled aliquot tube.
6. Parafilm the top of the aliquot tube(s) to prevent the specimen from leaking during shipping.
7. Place the specimen(s) in the Micro -70 freezer to freeze before sending.
8. Fill out a Mayo Medical Laboratories General Test Requisition following procedure 4840-SendOuts-158 “Sending Tests to Mayo Medical Laboratories”.
9. Write in the test ID “F8A – Coagulation Factor VIII Activity Assay, Plasma” in the “Additional Tests” box on the back of the form. Under the test name write “Umbilical Cord Blood Specimen”.
10. Make a copy of **both sides** of the requisition.
11. Place the sample(s) in a biohazard specimen bag and place the requisition in the pouch on the outside of the bag.
12. Keep specimen in freezer if waiting for dry ice.
13. Once the specimen is frozen and/or dry ice is obtained, prepare a shipping box with a cooler by following procedure 4840-Sendouts-184 “Packaging Specimens for Shipping”.
14. Place one of the extra labels on the Reference Lab Testing Log and write the lab and test being done next to it.
15. Paperclip the copy of the requisition, the FedEx shipper’s copy, and the extra LIS label together and place it in the Miscellaneous Laboratory Tests file box under the first letter of the patient’s last name.
16. Take the box to the FedEx pick-up bucket behind the volunteer’s desk between Physician Office Building (POB) I and POB II.

**Results Processing:**

* + - 1. When results are received, remove the requisition from the Miscellaneous Laboratory Tests file box.
      2. Verify the patient information on the results matches the information on the LIS label and the requisition.
      3. Place the extra LIS label on the results and place the results in the “Reports to be Scanned” basket in the LCC area.
      4. LCC staff will scan the results into the LIS.
      5. Discard the requisition in an appropriate PHI receptacle**.**