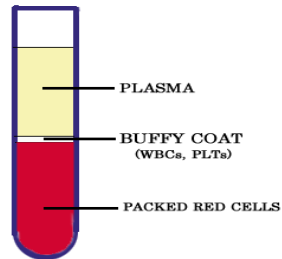


## BUFFY COAT COLLECTION INSTRUCTIONS

**Instructions** for use of buffy coat collection kit (collected as required by protocol):

*For a visual explanation of Buffy coat, please refer to diagram below.*



- ❑ Using one (1) or more 1 ml cryovials, label them with the **RTOG study** and **case number**, **collection date**, and clearly mark cryovial(s) “**buffy coat**”.

### Process:

1. Centrifuge EDTA (purple top) tube within one hour of collection in a standard clinical centrifuge at ~2500 RPM for 10 minutes at room temperature.
2. If the interval between specimen collection and processing is anticipated to be greater than one hour, keep specimen on ice until centrifuging is performed.
3. Carefully remove plasma close to the buffy coat and set plasma aside.
4. Remove the buffy coat cells carefully and place into the cryovials labeled “buffy coat” (*it is okay if a few packed red cells are inadvertently collected in the process*).
5. Place cryovials into biohazard bag and freeze immediately at -70 to -80° Celsius.
6. Store buffy coat samples frozen (-70 to -80° Celsius) until ready to ship.
7. Ship on dry ice.

**PLEASE MAKE SURE THAT EVERY SPECIMEN IS LABELED.**

### Shipping/Mailing:

- ❑ Ship specimens overnight **Monday-Wednesday** to prevent thawing due to delivery delays. Packages cannot be delivered on Saturdays and holidays.
- ❑ Include all RTOG paperwork in a sealed plastic bag and tape to the outside top of the Styrofoam box.
- ❑ Wrap frozen specimens in absorbent shipping material and place in a biohazard bag. Place specimen bags into the Styrofoam cooler and fill with dry ice (5lbs/2.5kg minimum). Place Styrofoam cooler into outer cardboard box, and attach shipping label to outer cardboard box.
- ❑ *Multiple cases may be shipped in the same cooler, but make sure each one is in a separate bag.*
- ❑ For questions regarding collection, shipping or to order a Blood Collection Kit, please e-mail [RTOG@ucsf.edu](mailto:RTOG@ucsf.edu) or call (415) 476-7864.