

**Tata Memorial Centre  
ACTREC  
Transplant Immunology & Immunogenetics Laboratory (HLA)  
Sample Transportation for other than ACTREC**

**Name of the Patient :**

**Age/Sex :**

**Case No.:**

**Sending Instructions for the Collection Centre/ Phlebotomist**

Name of collection centre:

Address:

**Date of Patient's last Transfusion: .....**

**TLC Count: .....**

• **Blood sample**

Collection Date: ..... Time: ..... Location:.....

Name of Phlebotomist : ..... Sign :.....

• **Buccal Swab (To be collected by Clinician/ Lab Personnel )**

Collection Date: .....Time: .....Sign of Clinician/Lab Personnel: .....

**Sample received by:..... Temperature .....**

**Blood sample for HLA Typing**

1. The blood sample must be collected in either EDTA or Sodium - Citrate (Na Citrate) vacutainers. Collect 10 ml (2.5ml x 4 tubes) peripheral blood and distribute equally.
2. Correctly label the vacutainers with the name of patient or donor or sibling as applicable along with the date of sample collection.
3. Gently and thoroughly mix the sample. Avoid clot formation, lysis and cross contamination.
4. The maximum limit for sample collection to sample received at HLA Laboratory, ACTREC is 72 hours. Transport collected sample at ambient temperature (18-30°C) within 24 hours of collection.
5. If unable to transport the samples within 24 hours then the sample must be placed in an ice box or thermocol box with good quantity of ice/icepack. Care should be taken that the labels do not come in contact with moisture and fall off or get blotched. The samples must reach the Room no. 307, Shanti Sadan Building, ACTREC. between Monday – Friday between 2:30pm -4:00 pm.

<b><u>Sr. No.</u></b>	<b><u>Name of the donor</u></b>	<b><u>Relation with patient</u></b>	<b><u>Age/Sex</u></b>

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**Buccal swab for HLA Typing**

1. The buccal swab (two in number) can be sent at room temperature.
2. The buccal swab sample should be collected only after a gap of one hour after eating, drinking or brushing teeth.
3. Mouth must be rinsed with water immediately before taking the sample.
4. Carefully pull open the end of the pouch containing the swabs. Remove one swab without touching the swab head with fingers.
5. Insert swab into mouth and rub firmly against the inside of the cheek or underneath lower or upper lip. Rub for 1 minute per swab using reasonable, firm and solid pressure
6. Place swab back in the pouch without touching the head of the swab with fingers. Repeat for each swab provided.
7. On each pouch, place a pre-printed label (if supplied) or legibly fill-in blank labels with full first and last name, and enter the date the sample was collected. Place pouches in the envelope and courier at the address given below.
8. Please refer to the pictorial representation for buccal swab collection and follow the steps given above.

**PICTORIAL REPRESENTATION OF BUCCAL SWAB COLLECTION**



**Note: Only one type of sample can be sent either blood sample or buccal swab.  
Sample must be treated as a 'BIOHAZARD' while handling and transportation**

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**Sample Collection for Antibody Screening**

**Donors Specific Antibody:**

For Donor:

1. The blood sample must be collected in either EDTA or Sodium - Citrate (Na Citrate) vacutainers.
2. Correctly label the vacutainers with the name of donor or sibling as applicable along with the date of sample collection.
3. Collect 10 ml (2.5 ml x 4 tubes) peripheral blood and distribute equally into labelled vacutainers.
4. Gently and thoroughly mix the sample. Avoid clot formation, lysis and cross contamination.
5. The maximum limit for sample collection to sample received at HLA Laboratory, ACTREC is 72 hours. Transport collected sample at ambient temperature (18-30<sup>0</sup>C) within 24 hours of collection.
6. If unable to transport the samples within 24 hours then the sample must be placed in an ice box or thermocol box with good quantity of ice/icepack. Care should be taken that the labels do not come in contact with moisture and fall off or get blotched. The samples must reach the Room no. 307, Shanti Sadan Building, ACTREC between Monday - Friday between 2:30 pm - 4:00 pm.

For Patient:

1. The blood sample must be collected in a single plain tube.
2. Correctly label the vacutainer with the name of patient as applicable along with the date of sample collection.
3. Collect 5 ml peripheral blood.
4. The maximum limit for sample collection to sample received at HLA Laboratory, ACTREC is 72 hours. Transport collected sample at ambient temperature (18-30<sup>0</sup>C) within 24 hours of collection.

If unable to transport the samples within 24 hours then the sample must be placed in an ice box or thermocol box with good quantity of ice/icepack. Care should be taken that the labels do not come in contact with moisture and fall off or get blotched. The samples must reach the Room no. 307, Shanti Sadan Building, ACTREC between Monday - Friday between 2:30 pm - 4:00 pm.

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**Single Allele Antibody (LSA):**

For Patient:

1. The blood sample must be collected in a single plain tube.
2. Correctly label the vacutainer with the name of patient as applicable along with the date of sample collection.
3. Collect 5 ml peripheral blood.
4. The maximum limit for sample collection to sample received at HLA Laboratory, ACTREC is 72 hours. Transport collected sample at ambient temperature (18-30<sup>0</sup>C) within 24 hours of collection.

If unable to transport the samples within 24 hours then the sample must be placed in an ice box or thermocol box with good quantity of ice/icepack. Care should be taken that the labels do not come in contact with moisture and fall off or get blotched. The samples must reach the Room no. 307, Shanti Sadan Building, ACTREC between Monday - Friday between 2:30 pm - 4:00 pm.

**Patient Counselling:**

Room no. 307,  
Shanti Sadan Building,  
Advanced Centre for Treatment, Research & Education in Cancer (ACTREC),  
Tata Memorial Centre, Plot No. 1 & 2, Sector 22,  
Kharghar, Navi Mumbai – 410210.  
Maharashtra, India.  
Tel no. 022 6873 5000 Ext: 5820  
HLA Counselling time: **2.30 pm to 4.00 pm (Monday to Friday)**  
Email Id.: [tii.hla@actrec.gov.in](mailto:tii.hla@actrec.gov.in)