



HEMOPET / PET LIFE-LINE

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INSTRUCTIONS FOR GROUPS HOLDING CLINICS

FORMS/ TESTING SUPPLIES

1. Organizers please inform the lab at least a month in advance before the target date of the clinic – Contact Kelley Taylor at 714-891-2022 ext 21 for assistance.
2. Hemopet will provide the organizer with a CUSTOM designed form to be used ONLY for that specific date. This will contain specific TESTS, information on where to send reports, and special pricing (if applicable).
3. Blood vials and supplies for collecting samples are supplied for special requests.
4. Please fill the custom designed Test Request Form (TRF) completely and legibly. Note that information listing the client/patient's primary care veterinarian must be on the form.
5. THE 3RD BOX ON THE TEST REQUEST FORM (TRF) MUST BE COMPLETELY FILLED OUT FOR ACCURATE ANALYSIS AND RECOMMENDATIONS provided by W. Jean Dodds, DVM.
6. PLEASE DO NOT USE ANY OLD FORMS.
7. NOTE: If you are sending in more than 10 patients, please make sure to organize the samples and forms in a manner that is easy to process. Using a log or numbering system with the tubes and forms for example, will alleviate potential problems.

PACKAGING / SHIPPING

1. Make sure samples are in a tightly closed "LEAK-PROOF" tubes (e.g. RTT) or "LEAK-PROOF" aliquot tube.
2. Secure the tubes cap or stopper with plastic wrap or tape.
3. Place tube/s inside a specimen bag or zip-lock bag. Remove air from bag and seal tight with tapes. This will enable us to salvage any serum in case the tube/s break or leak in transit.
4. Wrap (tubes/s in bag) with bubble wrap (available in most FEDEX, Postal offices or mailing stores), then place inside a STURDY shipping box. (Please DO NOT overpad).
5. Do not use padded envelopes, as the samples will likely break.
6. IF possible, include a master list of patient and owners names included in the shipment.
7. Please double check to make sure no sample is left behind.
8. We suggest using an overnight courier such as Fed-Ex or Express Mail, with ice packs if you're sending in whole blood lavender top or blue top tubes.