

# Sending CSF Samples

Step-by-step instructions for packing specimen in the Belay shipping kit and logistics

BELAY  
DIAGNOSTICS

## COLLECTION

1. **Collect a minimum of 6 mL of CSF** in your institution's standard CSF tubes, whether ordering Summit™ 2.0, Ascent™, and Vantage™ individually or together. Samples below 6 mL will be processed and results reported if established reporting thresholds are met.



Standard CSF Tube

**Note: Use your institution's standard CSF tubes.**

Tubes intended for blood collection will result in sample rejection.

2. **Wrap tubes in Parafilm**, if available, to prevent leakage.
3. **Label each tube** with the collection date and at least two unique patient identifiers (e.g., name, date of birth, or MRN) matching those on the Test Requisition Form (TRF) to avoid delays.

## TEMPERATURE CONTROL

### Shipping within 24 hours of collection

- Maintain specimens at **room temperature**.
- Specimens must be **received at Belay within 4 calendar days** of collection.

### Shipping 1-3 days after collection

- **Refrigerate** within 4-6 hours of collection.
- **Ship at ambient temperature.** Specimens must be received at Belay within **2 calendar days** of shipment.

### Shipping after more than 3 days

- **Freeze at -80°C within 4-6 hours** of collection.
- Ship on dry ice.
- NOTE: Frozen samples cannot be shipped in Belay shipping kits and require alternate shipping containers provided by the client.

## PACKING

1. **Open the Belay shipping kit** and remove the Styrofoam cooler lid and kit contents.
2. **Activate the temperature tracker** by folding it, then pulling the activation tab until the tab and barrier film are fully removed. Attach the tracker to the biohazard bag.
3. **Insert the labeled tubes and temperature tracker into the absorbent sleeve.** Place the sleeve into the biohazard bag and seal.
4. **Keep the gel blanket at room temperature.** Wrap it around the bagged tubes, place inside the Styrofoam container, and close the lid.



Temperature Tracker



Absorbent Sleeve



Gel Blanket

**REMEMBER: Do not freeze the gel blanket.** It can be refrigerated up to 48-72 hours.

5. **Place the Test Requisition Form, signed informed consent, and any clinical reports** (e.g., pathology report, genomic profiling report) on top of the Styrofoam container and close the outer lid. Missing forms may result in delays.

## SHIPPING

1. **Place the kit inside the provided FedEx bag**, seal, and add the FedEx label.
2. **Schedule pickup** with FedEx (800-GO-FEDEX) or include in your standard pickup procedures.
3. **If collection occurs on a Friday or the day before a holiday, contact Belay Customer Service** at [contact@belaydiagnostics.com](mailto:contact@belaydiagnostics.com) before shipping for specialized instructions or courier pickup.

To request shipping kits, call 331-320-0155, email [contact@belaydiagnostics.com](mailto:contact@belaydiagnostics.com) or scan code

