

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 -40°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 before shipping for specialized instructions or courier pickup.

To request shipping kits, call 331-320-0155, email contact@belaydiagnostics.com or scan code

