

HLA TYPING REQUEST

SAMPLES NEEDED

If nucleated cell count is $\geq 2 \times 10^9/L$ (normal):

15mL of blood collected in ≤ 5 mL EDTA tubes (lavender), kept at room temperature.

If nucleated cell count is $< 2 \times 10^9/L$:

At least 35mL of blood collected in ≤ 5 mL EDTA tubes (lavender), kept at room temperature.

Sample must be labelled with the following information :

1. Patient or sibling's name and unique identifying number, date of birth or health insurance number.
2. Date sample was drawn.
3. Name of person who collected the sample.

NOTE : Inadequately labelled samples will not be tested

Sample shipping procedure :

- If necessary, store samples at room temperature before packaging.
- Please make sure that samples are packed in a secured protective manner to avoid breakage.
- Samples must be shipped at room temperature.

For shipments from regions outside Montreal, the laboratory must be given the waybill number and the shipping schedule at the following phone number : (514) 832-5000 or 1-888-666-HEMA (4362) extension: 6300

- Transportation by TAXI is at the hospital's expense.
- Send the fulfilled form with the samples through the blood bank.
- Use one request form for each case investigation.

Identify the package and make sure that the address is in full view and enclose the ENR-00552 (LSC-ENR-030) form.

Laboratoire de Référence et des Cellules Souches (LRCS) – HLA laboratory
4300, rue Garand
Saint-Laurent (Québec) H4R 2A3
Phone number: (514) 832-5000 extension 6300
Fax number: (514) 832-0271
Toll free 1-888-666-HEMA (4362)
Business hours: Monday-Friday 7AM to 11PM

TERMS AND CONDITIONS

The terms and conditions set out below apply to HLA typing (hereinafter the "Analysis") performed by Héma-Québec's HLA Laboratory for hospitals (hereinafter the "Client"). These terms and conditions supersede and replace the terms and conditions of any purchase order issued by the Client.

1. Billing and payment

Where applicable, Héma-Québec shall issue to the Client an invoice identifying, among others, the type and date of the Analysis performed and the applicable rate. The stipulated rate is subject to applicable taxes. Payment must be made by the Client within 30 days following receipt of the invoice. Interest of 1.5% per month (18% per year) shall be applied to any outstanding balance.

2. Service execution conditions

Héma-Québec shall perform the Analysis prudently and diligently.

As turnaround times may vary according to the type, complexity and urgency of the Analysis to be performed, Héma-Québec is unable to commit itself to provide results within a specific timeframe. Héma-Québec shall make reasonable efforts to send the Analysis results as soon as possible, but cannot be held liable for any damages resulting from a delay in providing the analysis results.

Furthermore, Héma-Québec assumes no liability for any action that you might take following receipt of the results.

3. Confidentiality

All confidential information exchanged for the purposes of these presents shall be treated as confidential by the parties.