

HIV Blood Draw Reference guide

Follow the steps below for the collection, preparation, and shipping of HIV samples to Centers for Disease Detection Laboratory (CDD). This applies to all personnel responsible for the handling of HIV specimens.

Labs to be drawn in this order: Blood culture, sodium citrate tubes, serum tubes, heparin tubes, EDTA tubes, sodium fluoride inhibitor tubes, all other tubes.

Step 1: Prepare Labels

1. Verify order and confirm Service Member (SM) information.
2. Obtain Service Component specific barcode label:
 - a. Army barcode will begin in AR.
 - b. National Guard barcode will begin in NG. Army NG only.
 - c. Navy and Marine barcode will begin in N32C.
 - d. Coast Guard barcode will begin in C32A.
3. Print demographic label with SSN, Name, DOB, and draw date.
4. Confirm information on label is correct and write your initials on label.
5. Place demographic label on barcode label, ensuring barcode is visible and place on vial.
6. **NON Leidos QTC Clinics (Independent Practice)/Mobile Clinics:** CDD spreadsheet is pre-filled. Write in barcode number and place small barcode label on spreadsheet. Handwrite barcode label.

Group Event/CLS Video

NON Leidos QTC Clinics Video



Demographic label

FMP / SSN: 123456789

Last Name: Minnie

First Name: Mouse

DOB: 01/01/1990

Draw Date: 09/18/2025

Demographic label on barcode label



FMP / SSN: 123456789

Last Name: Minnie

First Name: Mouse

DOB: 01/01/1990

Draw Date: 09/18/2025



FMP / SSN: 123456789

Last Name: Minnie

First Name: Mouse

DOB: 01/01/1990

Draw Date: 09/18/2025

***Demographic label will be printed except in NON Leidos QTC Clinics.*

Step 2: Collect Sample

1. Collect blood sample using tube provided in the kit following local standard operating procedures for venous lab draw.
2. Fill the blood sample to the black fill line.
3. Gently invert sample tube 8 times after sample collection.

Step 3: Document Labels

1. Write the time the lab was drawn on the label next to clinician initials.
2. Apply the label vertically at the top of the sample tube (end closest to the cap) over the top of the tube manufacturers label.
3. Ensure there is space for lab personnel to see the sample level and gel barrier and there are no wrinkles, folds, or tears on the barcode.
4. Enter draw date, barcode number, and clinician name into Provider Portal (MEP).

Date: 09/29/2025

Barcode Scan: AR1234567

Blood Draw performed by:
Full Name: SHANNON PRAY, CCMA

MA/Pleb to be entered in MEP

Barcode to be entered in MEP



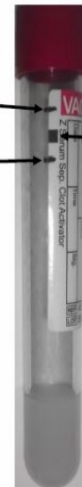
Small barcode

Do not fill above this line (+10%)

Fill above this line (-10%)

Fill Line

Must be filled +/- 10% of the Fill Line



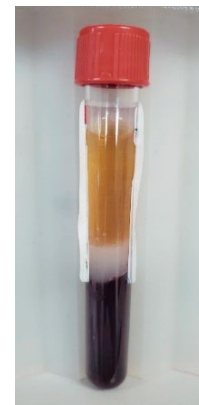
Step 4: Prepare Sample

1. Allow sample to fully clot for 45 minutes.
2. Centrifuge sample at 1800g (RCF) for 20 minutes.
3. Check specimen is adequately spun down, free of blood cells in gel barrier. If specimen is not spun down, continue to centrifuge in 10-minute increments.
4. Place centrifuged sample in an upright position in refrigerator at 2-8°C (35-46°F) until shipping.

Step 5: Ship Sample

1. All specimens must be sent the same day they are drawn with provided FedEx packaging.
2. Refer to [PDF](#) for shipping instructions.
3. **NON Leidos QTC Clinics (Independent Practice):** Mail spreadsheet daily with specimen(s).
4. **Mobile Clinics:** Upload spreadsheet daily to CDD template link

Specimen sufficiently spun down.



Refer to WIN-CLS-3000.92: RHRP HIV Specimen Collection for full RHRP HIV Specimen Collection protocol.

Revised 10/07/2025