**MDH Therapeutic Drug Monitoring Submission Instructions 2023**

1. The Maryland State Laboratories Administration is available to assist in shipping specimens for therapeutic drug monitoring on all daysof each week, unless closed for a State holiday.

2. At least **5 business** days prior to submitting blood specimens for testing:

a. **A MDH requisition form must be submitted to the State laboratory**. The form must be filled out completely and faxed to the lab at (443) 681-4506. The form can be found here:

https://health.maryland.gov/laboratories/docs/TDM%20request%20form%20MD%20Lab.pdf

b. The State laboratory will fax a confirmation of the date of submission to the submitter within 24 hours.

c. If a confirmation is not received within 24 hours, call the State laboratory at (443) 681-3942.

d. Be aware the State laboratory cannot guarantee availability of desired dates due to conflicts, especially on short notice.

3. Blood collection and handling should be performed in accordance to the University of Florida’s instructions, including:

a. Filling out requisition forms in a complete manner (see attached for University of Florida forms and instructions). **Note that the name of the facility and the mailing address is required to be completed in full, as well as a contact person and billing address, if different from mailing address.** Up to 4 drugs can be requested per University of Florida form, but a separate form must be filled out for each time of blood collection.

b. Collecting at least **2 mL of blood per drug** to be tested in a red-top tube, labeled with patient name, drug to be tested, and date and time of collection.

4.Once collected, **blood specimens must be kept on ice/freezer packs during storage and transport.**

a. All specimens should be transported to the State Lab as soon as possible, as these specimens are very sensitive to time and temperature.

b. If blood for testing is collected at two different time periods (such as 2 and 6 hours), it is preferable to **transport each set of specimens separately**. If this is not feasible, the earlier specimens must be kept on ice in a refrigerator until all specimens are transported to the State Lab.

5. All specimens for therapeutic drug monitoring must be received by the State Lab **no later than 3:30 PM** to allow laboratory staff time to harvest and freeze serum the same working day.

6. Specimens should be transported directly to the State Lab by a health department employee or special courier to avoid delays. Specimens should be brought to the MDH Laboratories loading dock (located off of Rutland Avenue) at 1770 Ashland Avenue in Baltimore (21205). The individual delivering the specimens should call the laboratory at (443) 681-3942 (or, alternately, (443) 681-3950) upon their arrival at the loading docks. A lab employee will come down to take the specimens directly from the delivery person to expedite processing. **Specimens for therapeutic drug monitoring should NOT be left in the specimen receiving area.**

7. In order to assure quality results from this highly sensitive assay, the State laboratory will only accept specimens handled in the method described above. Any further questions or concerns regarding scheduling or procedures for submitting drug monitoring specimens should be referred to Rich Oatis at (443) 681-3944.

Updated as of 4/18/21