

Therapeutic Drug Monitoring Submission Instructions

1. The Maryland State Laboratories Administration is available to assist in shipping specimens for therapeutic drug monitoring on **Tuesday or Wednesday** of each week, unless closed for a State holiday.
2. All patients requiring drug level testing **must be scheduled to have their blood drawn on Tuesday or Wednesday**, as the State laboratory will not be able to accept specimens on any other days.
3. At least **5 business** days prior to submitting blood specimens for testing,
 - a. **a 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.
 - b. Blood specimens cannot be accepted by the lab if a requisition form has not been received at least 5 business days prior to receipt of specimens.
 - c. The State laboratory will fax a confirmation of the date of submission within 24 hours;
 - d. If a confirmation not received, call the State laboratory at (443) 681-3942.
4. Blood collection and handling should be performed in accordance to the testing laboratories instructions, including:
 - a. completing lab requisition forms in a thorough manner (see attached for University of Florida forms and instructions).
 - b. assuming responsibility for any charges from the testing laboratory, and indicating so on the lab requisition form.
5. 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 4 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 cooler or refrigerator until all specimens are transported to the State Lab.
6. All specimens for therapeutic drug monitoring must be delivered to the State Lab **no later than 3:30 PM** to allow laboratory staff time to harvest and freeze serum the same working day.
7. 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 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, as this may lead to delays which could compromise the quality of testing results.

8. 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.