**FOLATE & VITAMIN B12 SAMPLE PREPARATION**

**PURPOSE:**
The following illustrated steps were created to help train technicians and simplify the process of sample preparation.

**SAMPLES:**
Prepare all patients, calibrators and controls before use in the assay.

**GLASS TUBES:**
Sample preparation must be done in glass tubes only (do not use plastic) due to the properties of glass.

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**EXTRACTION STEPS**

**Step 1**
- Add 100µl of sample (patient, calibrator or control) into glass tube.
- **Hint** touch side of tube with pipette while dispensing at an angle near the bottom of the tube.
- **Hint** prepare all samples.
- **Hint** patient samples with a high protein concentration should be diluted 1:1 with a saline solution (before proceeding to Step 2).

**Step 2**
- Add 50µl of working Extraction Reagent agent (see IFU for reagent preparation) into glass tube.
- **Hint** touch side of tube with pipette while dispensing at an angle slightly above the sample (do not touch the sample to avoid contamination).
- Mix on vortex 1-2 seconds using multiple touch technique (3 x 1-2 seconds), immediately after adding the stabilizing reagent.
- **Hint** mix before moving onto the next tube.

**Step 3**
- Incubate 15 minutes.

**Step 4**
- Add 50µl of Neutralizing Buffer into glass tubes.
- **Hint** touch side of tube with pipette while dispensing at an angle slightly above the sample (do not touch the sample to avoid contamination).
- Mix on vortex 1-2 seconds using multiple touch technique (3 x 1-2 seconds), immediately after adding the neutralizing reagent.
- **Hint** mix before moving onto the next tube.

**Step 5**
- Use prepared samples accordingly to IFU procedure.
- **Hint** for Folate, use after the 5 min wait time according to IFU procedure (no wait time is needed for Vit B12).

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[Diagram of extraction steps]

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