



**Bureau of Laboratory Services  
2250 Holcombe Blvd.  
Houston, TX 77030**

## **Guidelines for the Submission of Clinical Samples**

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**Laboratory Chief (CLIA Director) – Meilan Bielby, PhD, HCLD(ABB)  
Assistant Laboratory Chief – Dona Wijetunge, PhD, D(ABMM)**

### **Laboratory Contact Information**

<b>Laboratory Section</b>	<b>Contact name</b>	<b>Phone Number</b>	<b>E Mail</b>
Specimen Receiving	Sandra Gomez	832-393-3921	<a href="mailto:Sandra.Gomez2@houston.tx.gov">Sandra.Gomez2@houston.tx.gov</a>
Medical Microbiology	Pamela Brown	832-393-3904	<a href="mailto:Pamela.Brown@houston.tx.gov">Pamela.Brown@houston.tx.gov</a>
Mycobacteriology	Latricia Lewis	832-393-3908	<a href="mailto:Latricia.Lewis@houston.tx.gov">Latricia.Lewis@houston.tx.gov</a>
Virology/Serology/Stat Labs	Jennifer Perez	832-393-3915	<a href="mailto:Jennifer.Perez@houston.tx.gov">Jennifer.Perez@houston.tx.gov</a>
Laboratory Response Network/ Molecular Diagnostics/ Health Center Support	Ricardo Quijano	832-393-3926	<a href="mailto:Ricardo.Quijano@houston.tx.gov">Ricardo.Quijano@houston.tx.gov</a>
Laboratory Compliance	Kim Smith	832-393-3932	<a href="mailto:kimyattia.smith@houston.tx.gov">kimyattia.smith@houston.tx.gov</a>

## Storage of Supplies and Reagents

To ensure that the laboratory is able to provide results that are of appropriate quality for patient care it is important that all supplies and reagents are stored appropriately and according to the manufacturer's guidelines prior to use. Temperature should be recorded in any area used for storage of reagents and supplies that have a temperature range designated by the manufacturer. Where appropriate, humidity should also be monitored.

If out of range storage conditions are noted, it is important to address the situation as soon as possible. Improper storage of supplies or reagents prior to testing could result in erroneous lab results. Some possible means of corrective action are:

- Remove the stored items to a different location.
- Increase the frequency of monitoring until the conditions are back within range.
- Repair equipment.
- Perform QC on items in question to ensure they were not compromised.

## Serum and Plasma Specimen Processing and Submission

**NOTICE:** For tests that require serum or plasma the laboratory recommends that the serum or plasma be separated by centrifugation within 2 (two) hours of collection then transferred to a separate transport tube prior to being transported to the lab. Samples can be centrifuged up to 24 hours after collection if needed, but it is preferred to try to meet the recommended time of 2 hours whenever possible.

Un-separated whole blood samples (un-centrifuged) will not be accepted by the laboratory. (See exceptions)

### Exceptions:

Whole blood is accepted for:

- *Mycobacterium tuberculosis* testing
- Serological testing for Special Projects such that
  - Prior approval has been obtained, and
  - Arrangements have been made with the laboratory to ensure that whole blood specimens are centrifuged within approved time.

### Suggested Procedure for Serum or Plasma Transfer

After the blood sample has been collected, the serum pour-off process should be performed as follows:

- Prepare your area by gathering and arranging all needed supplies in order:
  - Supplies
    - Test tube rack
    - Transfer pipettes
    - Transport tubes and caps

- Absorbent mat
  - Absorbent paper towels
  - 10% bleach solution in spray bottle or commercial disinfectant
  - Biohazard waste disposal container
  - Gloves
  - Lab coat
  - Face shield
  - Permanent Marker (for labeling tube if needed)
- Put on personal protective equipment (lab coat, gloves, face shield).
- Centrifuge your whole blood specimen.
  - Whole blood drawn in redtop tubes should be inverted five times then allowed to sit still and upright in a rack for 60 minutes before centrifuging.
  - Whole blood drawn in serum separator tubes (gold top, tiger top or any of the tubes that contain gel) should be inverted five times then allowed to sit still and upright in a rack for 30 minutes before centrifuging.
- Centrifuge Process:
        - Place tubes in the centrifuge. Place even number of tubes in balance across from each other. If you have an odd number, you may use a tube of water to balance the centrifuge so that it runs smoothly and does not rock while it is spinning the tubes.
        - Make sure the centrifuge is set in the range of 1000g – 1300g RCF.
        - Close the lid securely.
        - Centrifuge for 10 minutes.
- Transfer serum to transport tube:
  - **NOTE:** Each labeled specimen should have an empty transfer tube paired with it that is labeled with the same identifying information. There should always be two forms of identification on the tube (e. g. name, DOB, ID number, etc.).
  - Place a test tube rack on an absorbent pad on the countertop.
  - Remove tubes from the centrifuge and place them in a test tube rack.
  - Place the labeled transport tube in the test tube rack next to the original blood draw tube.
  - Uncap the blood draw tube.
  - **NOTE:** Uncap and transfer only one tube at a time to prevent contamination or specimen mix-up.
  - Take the transfer pipette, squeeze the bulb, insert it into the tube, then aspirate the serum by slowly releasing the bulb allowing the pipette to fill with serum.
  - Place the filled transfer pipette into the empty transport tube that matches the original tube and release the serum into the tube by squeezing the bulb of the pipette.
  - **NOTE:** The transfer process may take more than once depending on the volume of serum in the original tube. Be careful not to disturb the red blood cell layer (clot). If the clot is agitated the sample should be centrifuged again. Only transfer the straw-colored serum.
  - Discard the transfer pipette into a suitable biohazard waste container.
  - Place a cap on the serum specimen that is now in the transport tube.
  - Discard the original blood tube.
  - Perform the process for the next specimen.

- The specimen is now ready for transport and must be stored at the appropriate temperature for the requested assay until it is ready for transporting.
- Specimens **MUST** be transported to the laboratory in an ice chest that contains cold ice packs or wet ice. Frozen specimens must arrive frozen on dry ice.
- Disinfect the workspace:
  - Discard the absorbent pad and any other materials that may have been used in a suitable biohazard waste disposal container.
  - Spray the work area with a 10% bleach solution or a suitable commercial disinfectant and allow the disinfectant to contact the surface according to the product instructions.
  - Wipe the sprayed area with absorbent paper towels and discard the towels immediately after use.

### **Delivery of Samples to the HHD Laboratory**

Address: 2250 Holcombe Blvd.  
Houston, TX 77030  
Texas Medical Center Entrance #73

When delivering samples to the laboratory:

- Park at the loading dock located at the back of the building.
- Approach the door on the left labeled "Specimen Drop Off".  
Note: This door always remains locked.
- Use the buzzer located outside of the door to speak to the laboratory attendant.
- The door will be unlocked to allow entrance into the drop off area.
- At the window, the attendant will accept the samples and answer any questions.

## **Specimen Collection Guidelines**

### **AFB Culture and Smear**

- All specimens should be stored at 2-8°C.
- Specimens should be transported to the laboratory with ice packs; within 24 hours of collection whenever possible.
- Exceptions (temperature) are blood and bone marrow specimens which should be maintained at room temperature during storage and transport.
- Specimens received greater than 24 hours after collection or at room temperature may be accepted for testing at the laboratory's discretion.
- The following sample types and collection methods are recommended by the laboratory. Other sample types or collection methods may be accepted at the laboratory's discretion.
  - Abscess, exudates- Collect fluid/ abscess material with syringe and/or remove tissue aseptically. A swab is discouraged unless it is the only specimen available. Submit swabs in 2-3 ml saline.
  - Sputum, expectorated- Collect specimen under direct supervision of nurse/healthcare worker. Have the patient rinse mouth with water to remove excess bacteria. Instruct patient to cough deeply to produce a lower respiratory specimen.
  - Sputum, induced- Collect specimen under direct supervision of nurse/healthcare worker. Have the patient rinse mouth with water to remove excess bacteria. With the aid of a nebulizer have patient inhale approximately 25ml of 3-10% sterile saline followed by a vigorous cough to collect sputum specimen into sterile container.
  - Fluids (abdominal, amniotic, bile, joint, paracentesis, pericardial, peritoneal, pleural, synovial, thoracentesis) - Obtain specimen via percutaneous needle aspiration or surgery; submit as much fluid as possible. Swabs dipped in fluid are not acceptable.
  - Tissue/lymph node- Add 2-3ml of 0.85% sterile saline to tissue for transport.
  - Gastric lavage- Collect in early morning before patients eat. Introduce nasogastric tube into stomach. Perform wash with 25-50 ml chilled, sterile water. Recover sample and place in 50ml conical tube. Neutralize pH with 100mg sodium carbonate within 4 hours of collection.
  - Bronchial lavage or brush, Endotracheal aspirate, lower BAL- Collect washing or aspirate in sputum trap, place brush in 5ml saline.
  - CSF-collect aseptically into a sterile container.
  - Blood, bone marrow- Direct smears are not performed on blood. Do not refrigerate. Collect specimen in 10ml SPS yellow top collection tube. SPS is preferred but heparinized blood is also acceptable. Fill according to manufacturer's instructions to ensure proper dilution.
  - Stool- Pass specimen directly into container. Do not use transport medium. Rectal swabs are not acceptable.

### **AFB ID (MALDI-TOF)**

- Pure cultures on solid or broth media are accepted by the laboratory.
- Store and transport specimens at 25-37°C

### **AFB Antimicrobial Drug Susceptibility**

- Pure cultures on solid or broth media are accepted by the laboratory.
- Store and transport specimens at 25-37°C

### **Arbovirus Microsphere Immunoassay**

- Acceptable specimen types:
  - Serum
  - Cerebrospinal Fluid (CSF)
    - Must be collected by a physician under aseptic conditions.
    - Exercise utmost caution during fluid collection. Do not contaminate.
    - Transfer fluid to a sterile leakproof container
- Store specimens between 2-8°C or freeze at -20°C or below
- Specimens stored between 2-8°C should arrive at the lab on ice within 5 days of collection.
- Frozen specimens stored at -20°C or below may be accepted greater than 5 days after collection at the laboratory's discretion and must arrive frozen on dry ice.

### ***Campylobacter* Reference Culture Identification**

- Culture isolates are accepted on *Campylobacter* blood agar or TSA with 5% sheep blood agar
- Store and transport to the laboratory under microaerophilic gas-pack at room temperature.

### ***Candida auris***

- Culture isolates are accepted on Sabouraud dextrose agar or TSA with 5% sheep blood agar.
- Store specimens between 4-25°C
- Specimens should arrive at the laboratory on ice or at room temperature within 24 hours of identification.

### **Carbapenemase Producing Enterobacteriaceae, *Pseudomonas aeruginosa*, and *Acinetobacter baumannii***

- Sealed isolates on solid media are accepted by the laboratory (plate or tube).
- Store specimens between 4-25°C
- Specimens should be transported to the laboratory under aerobic conditions and arrive at the laboratory on ice or at room temperature within 24 hours of identification

### **Chlamydia by Nucleic Acid Amplification (APTIMA Combo 2)**

- The following specimen types are accepted for testing:
  - Clinician-collected endocervical, vaginal, throat, rectal, and male urethral
  - Female and male urine specimens
  - Clinician-collected PreservCyt Solution liquid Pap specimens
  - Patient-collected vaginal swab specimens
- Only specimens collected with the following specimen collection kits have been cleared on the Panther System:
  - APTIMA Unisex Specimen Collection Kit for endocervical and Male Urethral Swab specimens
  - APTIMA Urine collection kit for Male and Female Urine Specimens
  - Aptima Multi-test Swab Specimen Collection Kit
  - APTIMA Specimen Transfer Kit (for use with gynecological samples processed with the Thin Prep 2000 System)
- Refer to the appropriate specimen collection kit package insert for collection instructions.
- The APTIMA Combo2 assay has not been evaluated for use on patients under the age of 14 with specimen types other than urine. The laboratory will only accept urine samples for patients under the age of 14.

- The performance of the vaginal swab has not been evaluated in pregnant women. Vaginal swabs from pregnant women should not be submitted for testing.
- Swab specimens should be stored and transported to the lab at 2-30°C within 30 days.
- Urine samples should be transferred to the APTIMA urine specimen transport tube within 24 hours of collection.
- After urine has been added in the urine transport tube, the liquid level must fall between the two black indicator lines on the tube label. Otherwise, the specimen must be rejected.
- Urine samples should be stored and transported to the lab at 2-30°C within 30 days of collection.
- Oral and Rectal swabs should be stored and transported to the lab at 2-30°C within 30 days of collection.
- If the lab receives a swab specimen transport tube with no swab, two swabs, a cleaning swab, or a swab not supplied by Hologic, the specimen must be rejected.

#### ***Clostridium botulinum*, typing, isolation, and toxin detection**

- Requires pre-approval by the Texas Department of State Health Services, call state epidemiologist at 512-776-6352 or 512-776-6648 for instruction.

#### ***E. coli* O157:H7 Reference Culture Identification**

- Culture isolates are accepted in properly sealed HAI slants, TSA with 5% sheep blood agar, or selective media.
- Store specimens between 4-25°C
- Specimens should arrive at the laboratory on ice or at room temperature within 1 week (7 days) of collection.

#### **EHEC Shiga-Toxin Assay**

- Stool samples in an appropriate enteric transport medium such as Cary-Blair are accepted by the laboratory.
- Fill transport media according to manufacturer's label instructions.
- Store samples at 2-8°C prior to transport.
- Transport samples to the laboratory on wet ice or ice packs within 3 days from the collection date.

Note: If samples are unable to be transported within 3 days from the collection date, freeze samples until transported and transport on dry ice.

#### **Gonorrhea by Nucleic Acid Amplification (APTIMA Combo 2)**

- The following specimen types are accepted for testing:
  - Clinician-collected endocervical, vaginal, throat, rectal, and male urethral
  - Female and male urine specimens
  - Clinician-collected PreservCyt Solution liquid Pap specimens
  - Patient-collected vaginal swab specimens
- Only specimens collected with the following specimen collection kits have been cleared on the Panther System:
  - APTIMA Unisex Specimen Collection Kit for endocervical and Male Urethral Swab specimens
  - APTIMA Urine collection kit for Male and Female Urine Specimens

- Aptima Multitest Swab Specimen Collection Kit
- APTIMA Specimen Transfer Kit (for use with gynecological samples processed with the ThinPrep 2000 System)
- Refer to the appropriate specimen collection kit package insert for collection instructions.
- The APTIMA Combo2 assay has not been evaluated for use on patients under the age of 14 with specimen types other than urine. The laboratory will only accept urine samples for patients under the age of 14.
- The performance of the vaginal swab has not been evaluated in pregnant women. Vaginal swabs from pregnant women should not be submitted for testing.
- Swab specimens should be stored and transported to the lab at 2-30°C within 30 days.
- Urine samples should be transferred to the APTIMA urine specimen transport tube within 24 hours of collection.
- After urine has been added in the urine transport tube, the liquid level must fall between the two black indicator lines on the tube label. Otherwise, the specimen must be rejected.
- Urine samples should be stored and transported to the lab at 2-30°C within 30 days of collection.
- Oral and Rectal swabs should be stored and transported to the lab at 2-30°C within 30 days of collection.
- If the lab receives a swab specimen transport tube with no swab, two swabs, a cleaning swab, or a swab not supplied by Hologic, the specimen must be rejected.

#### **Gram Stain Smears of Urethral Exudate (Stat Labs)**

- A sample of URETHRAL DISCHARGE is collected and smeared DIRECTLY onto the slide.
- Patient should not have voided within the hour prior to specimen collection. No other preparation is required.

#### ***Haemophilus influenza* Typing**

- Cultures collected from sterile body sites such as blood or Cerebrospinal Fluid (CSF) are accepted by the laboratory.
- Culture isolates inoculated onto chocolate agar slants are preferred.
- Transport under microaerophilic conditions.

#### **Hepatitis B (Anti-HBc EIA)**

- The laboratory will accept serum for testing.
- Blood specimens collected in glass or plastic, serum, or Serum Separatory Tubes (SST) may be used.
- Serum should be transferred to a separate transport tube as soon possible.
- Specimens can be stored between 2°-8°C for 7 days, including time in transit.
- Specimens should be transported to the laboratory, refrigerated between 2°-8°C on ice or frozen within 5 days of collection. If specimens are in transit for more than 7 days, specimens should be kept frozen at ≤-20°C in compliance with federal regulations covering the transportation of etiologic agents.
- Frozen specimens must arrive to the laboratory on dry ice.
- Specimens should not be used if incurred more than 5 freeze/thaw cycles.

#### **Hepatitis B (HBsAg EIA)**

- The laboratory will accept serum for testing.



- Blood specimens collected in glass or plastic, serum, or Serum Separatory Tubes (SST) may be used.
- Serum should be transferred to a separate transport tube as soon as possible.
- Specimens can be stored between 2°-8°C for 7 days, including time in transit.
- Specimens should be transported to the laboratory on ice or frozen within 5 days of collection. If they are in transit for more than 7 days, specimens should be kept frozen at ≤-20°C in compliance with federal regulations covering the transportation of etiologic agents.
- Frozen specimens must arrive to the laboratory still frozen on dry ice.
- Specimens should not be used if incurred more than 5 freeze/thaw cycles.

#### **Hepatitis B (Anti-HBs EIA)**

- The laboratory will accept serum for testing.
- Blood specimens collected in glass or plastic, serum, or Serum Separatory Tubes (SST) may be used.
- Serum should be transferred to a separate transport tube as soon as possible.
- Specimens can be stored at 2°-8°C for 7 days, including time in transit.
- Specimens should be transported to the laboratory refrigerated between 2°-8°C on ice or frozen within 5 days of collection. If they are in transit for more than 7 days, specimens should be kept frozen at ≤-20°C in compliance with federal regulations covering the transportation of etiologic agents.
- Frozen specimens must arrive to the laboratory still frozen on dry ice.
- Specimens should not be used if incurred more than 5 freeze/thaw cycles.

#### **Hepatitis B (Anti-HBc IgM EIA)**

- The laboratory will accept serum for testing.
- Blood specimens collected in glass or plastic, serum, or Serum Separatory Tubes (SST) may be used.
- Serum should be transferred to a separate transport tube as soon as possible.
- Specimens can be stored at 2°-8°C for 7 days, including time in transit.
- Specimens should be transported to the laboratory refrigerated between 2°-8°C on ice or frozen within 5 days of collection. If they are in transit for more than 7 days, specimens should be kept frozen at ≤-20°C in compliance with federal regulations covering the transportation of etiologic agents.
- Frozen specimens must arrive to the laboratory still frozen on dry ice.
- Specimens should not be used if incurred more than 5 freeze/thaw cycles.

#### **Hepatitis C Virus ELISA**

- Blood specimens collected in glass or plastic, serum, or Serum Separatory Tubes (SST) may be used.
- Specimens may be stored and transported for up to 5 days from time of draw between 2°-8°C following centrifugation and pour off, or up to 4 weeks at -20°C undergoing 3 freeze/thaw cycles. Store specimens in appropriately qualified freezers. Mix specimen thoroughly after thawing and before testing.
- For shipments requiring extensive transit times (greater than five days), specimens should be kept frozen (-20°C or below).
- If specimens are to be shipped, they must be packaged in compliance with International Air Transport Association (IATA) and other applicable guidelines and regulations.

- No special preparation of the donor is required prior to specimen collection. Blood should be collected by approved medical techniques. Proper sample handling techniques should be employed to avoid microbial contamination.

#### **Hepatitis C Virus Aptima HCV Quant Dx Assay**

- Take universal blood borne pathogen precautions with all samples.
- Whole blood specimens collected in serum tubes or SST's can be used.
- Separate serum from the pelleted red blood cells following the manufacturer's instruction
- Only plastic polypropylene secondary tubes are recommended.
- To obtain the 500uL reaction volume, the minimum volume of serum for primary collection tubes is up to 1200uL and for secondary tubes 700uL.
- Serum can be stored and transported to the laboratory in the secondary pour off tube between 2°-8°C for five days or at -20°C for up to 60 days.
- If frozen at -20°C or below the sample must arrive at the laboratory still frozen on dry ice.

#### **Herpes Simplex Virus (HSV) Culture**

- Specimens should be collected by appropriately trained personnel from lesions in the acute or vesicular stage, as the lesion ulcerates, crusts, and heals the number of viable viruses decreases.
- Creams, ointments, lotions, ice, alcohol, Betadine solution, zinc, or recent sitz bath all significantly diminish viral load, and should be avoided prior to sample collection or recorded at time of collection.
- Try not to draw blood; antibodies in plasma may inhibit viral replication in cell culture.
- Exercise care to avoid contamination from body sites other than the lesion to be sampled.
- Use a sterile, dry cotton, Dacron, or rayon swab to absorb fluid and collect cells from the base of the lesion.
- Store samples between 2°-8°C; transport to the laboratory on ice or ice packs within 72 hours.

#### **HIV Ag-Ab (BioPlex)**

- Serum Tubes or Serum Separatory Tubes (SST) specimens may be submitted for testing.
- Serum separator tubes may be used.
- Samples may be stored for no longer than 5 days at 2°- 8°C, including the time that samples are in transit.
- For longer storage of samples, keep at -20° C or colder.
- Specimens must be removed from the clot, red blood cells, or separator gel prior to transport to the lab.
- If specimens are to be shipped, they should be packed in compliance with applicable local, regional, and international regulations covering the transportation of etiologic agents.
- Specimens may be shipped between 2°-8°C or frozen at -20°C or below. For shipments that are in transit for more than 5 days, specimens should be kept at -20°C or below and arrive to the laboratory frozen on dry ice.

#### **HIV Combo Ag/Ab**

- Serum specimens may be used in the test.
- The following tube types, including those in both glass and plastics tubes, may be used: serum tubes, serum separator tubes (SSTs)
- Do not heat-inactivate the samples.

- Samples, separated from the clot or cells, may be stored for no longer than 5 days between 2°-8°C, including the time that samples are in transit.
- Specimens may be shipped at 2°-8° C (wet ice) or frozen -20 °C or below (dry ice), after removal from the clot, red cells, or separator gel. Do not exceed the storage time limitations described above. Frozen specimens must arrive to the laboratory frozen on dry ice.
- If specimens are to be shipped, they should be packed in compliance with Federal Regulations covering the transportation of etiologic agents
- Samples should not be used if they have incurred more than 4 freeze/thaw cycles. Mix samples thoroughly after thaw.

#### **HIV GEENIUS**

- Serum collected by standard phlebotomy procedures may be submitted for testing. SST tubes are acceptable.
- The tube of serum must be well mixed after collection and before testing.
- Specimens may be stored between 2°-8°C for up to 5 days.
- Specimens stored longer than 5 days should be frozen at -20°C or colder.
- Specimens must be transported between 2°-8°C or frozen at -20°C
- If frozen at -20°C or below the sample must arrive at the laboratory still frozen on dry ice.
- Shipped specimens are to be packed in compliance with regulations covering the transportation of etiologic agents.

#### **HIV Aptima HIV-1 Quant Dx Assay (Qualitative Reporting Only)**

- Take universal blood borne pathogen precautions with all samples.
- Whole blood specimens collected in serum tubs or SST tube can be used.
- Separate serum from the pelleted red blood cells following the manufacturer's instructions.
- Only plastic polypropylene secondary tubes are recommended.
- To obtain the 500uL reaction volume, the minimum volume of serum for primary collection tubes is up to 1200uL and for secondary tubes 700uL.
- Serum can be stored and transported in the secondary pour off tube at 2° to 8°C for five days or at -20°C for up to 90 days.
- For specimen transport maintain sample storage conditions as described above.

#### **HIV Aptima HIV-1 Quant Dx Assay (Quantitative Reporting)**

- Take universal blood borne pathogen precautions with all samples.
- Only plasma derived from whole blood specimens collected in tubes containing EDTA or Acid Citrate Dextrose (ASC) anticoagulants or Plasma Preparation Tubes (PPTs) will be used for quantitative testing.
- Separate plasma from the pelleted red blood cells following the manufacturer's instructions.
- Only plastic secondary tubes are recommended.
- To obtain the 500uL reaction volume, the minimum volume of plasma for primary collection tubes is up to 1200uL and for secondary tubes 700uL.
- Separated Plasma should be transported to the lab on ice or ice packs maintain storage conditions listed.
- Plasma may be stored at 2°-8°C in secondary pour off tube for up to 5 days, or frozen at -20°C or -70°C for up to 90 days.
- **Do not** freeze specimens in primary collection tubes.

### **Influenza (Real-Time RT-PCR)**

Inadequate or inappropriate specimen collection, storage, and transport are likely to yield false negative test results. Training in specimen collection is highly recommended due to the importance of specimen quality. Respiratory samples are accepted by the laboratory: Nasopharyngeal Swabs (NPS), nasal swabs (NS), throat swabs (TS), nasal aspirates (NA), nasal wash (NW), and dual nasopharyngeal/throat swabs (NPS/TS), bronchoalveolar lavage (BAL), bronchial wash (BW), tracheal aspirate (TA), sputum and lung tissue.

\*Note: Nasopharyngeal Swabs (NPS) are the recommended source type. If unable to collect NPS the other sources listed will be viable only for influenza testing, and dual respiratory panel testing will be excluded.

#### Specimen Collection:

- Follow the specimen collection devices manufacturer instructions for proper collection methods.
- Swab specimens should be collected using only swabs with a synthetic tip, such as nylon or Dacron®, and an aluminum or plastic shaft. Calcium alginate swabs are unacceptable and cotton swabs with wooden shafts are not recommended.
- Respiratory specimens should be collected and placed into viral transport media (VTM) or Universal Transport Media (UTM). \*\*Please note that if specimens arrive in UTM they cannot be tested on the ePlex Respiratory Panel (RP2). only VTM is accepted.
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#### Specimen Transport:

- Samples should be stored at 2°-8°C
- Samples should be transported to the lab on ice or ice packs within 72 hours after collection.
- Frozen specimens must arrive to the laboratory frozen on dry ice.

### **Legionella by Direct Fluorescent Antibody and/or Culture**

- Cultures or sputum, bronchial washes, nasotracheal aspirate, transtracheal aspirate, percutaneous lung aspirate, endobronchial aspirate, bronchoscopy, biopsy, CSF, pericardial fluid, peritoneal fluid, pleural fluid and tissue are accepted by the laboratory. Note: Urine is an unacceptable specimen.
- Clinical specimens can be fresh or frozen.
- Collect dense gray or reddish consolidated areas for respiratory samples.
- Collect samples in sterile leak proof containers without fixative or preservative.
- Use only sterile water for washings as saline is inhibitory to *Legionella* growth.
- Isolates should be stored at 2-8°C prior to transport on ice or ice packs to the laboratory.
- Specimens should be submitted on buffered charcoal yeast extract agar or another appropriate solid media to ensure viability.
- Transport under microaerophilic conditions.

### **Listeria Reference Culture Identification**

- Culture isolates on Heart Infusion Agar, Brain Heart Infusion Agar, or Tryptic Soy Agar with 5% sheep blood are accepted by the laboratory. Transport under aerobic conditions.
  - Samples should be stored at 2-8°C
  - Samples should be transported to the laboratory on ice or icepacks within 1 week from collection

### **Measles IgG EIA**

- Only serum samples are accepted by the laboratory.
- Serum should be separated from the clot and transferred to a separate transport tube prior to storage and transported to the lab on ice packs within 48 hours.
- Specimens can be stored between 2°-8°C for up to 48 hours. Beyond 48 hours specimens should be frozen at -20°C or below.
- Avoid multiple freeze thaw cycles.
- Samples that are hemolyzed, icteric, or grossly contaminated will not be used.
- Do not heat inactivate samples.

#### **Measles PCR**

- Acceptable Specimens: throat swab or nasopharyngeal swabs
- Specimen Collection:
  - Collected on the first day of rash through the third (3) day following onset of rash. Viruses may still be recovered by cell culture through day 10 following rash onset. Collect throat or nasopharyngeal swab samples as soon as measles infection is suspected.
  - Swabs should be placed in standard viral transport medium (VTM) or Universal Transport Media (UTM). Allow the swab to remain in VTM/UTM for at least 1 hour (4°C). Ream the swab around the rim of the tube to retain cells and fluid in the tube. The swab can be broken off and left in the tube or discarded
- Storage and shipment: Following collection, samples should be maintained at 4°C and shipped on cold packs (4°C) within 24 hours. If there is a delay in shipment that will exceed testing withing 24 hours, freeze sample at ≤-70°C. Frozen samples should be shipped on dry ice.

#### **Mumps IgG EIA**

- Only serum samples are accepted by the laboratory.
- Serum should be separated from the clot and transferred to a separate transport tube prior to storage and transported to the lab on ice packs within 48 hours.
- Specimens can be stored between 2°-8°C for up to 48 hours. Beyond 48 hours specimens should be frozen at -20°C or below.
- Avoid multiple freeze thaw cycles.
- Samples that are hemolyzed, icteric, or grossly contaminated will not be used.
- Do not heat inactivate samples.

#### ***Mycobacterium tuberculosis* complex antimicrobial susceptibility (MGIT)**

- Pure cultures of *Mycobacterium tuberculosis* are accepted for testing.

#### ***Mycobacterium tuberculosis* complex by nucleic acid amplification (Cepheid Xpert MTB/RIF)**

- The Xpert MTB/RIF test is intended for use only with specimens from patients showing signs and symptoms consistent with active pulmonary tuberculosis (TB). Xpert MTB/RIF is to be used as an adjunctive test for evaluating either AFB smear positive or negative sediments prepared using NALC-NaOH digestion-decontamination of respiratory specimens. Patients who are suspected of having pulmonary TB based on clinical evaluation and who have received no anti-tuberculosis therapy, less than 3 days of therapy, or have not received such therapy in the last 12 months may be evaluated with the test. The Xpert MTB/RIF test must be performed in conjunction with mycobacterial culture.

- Specimens can be stored between 2-8°C for up to seven days.
- Specimens should be transported to the laboratory as soon as possible.

#### ***Neisseria meningitidis* serotyping**

- Cultures collected from sterile body sites such as blood or CSF are accepted by the laboratory.
- Culture isolates inoculated onto chocolate agar slants are preferred.
- Store specimens at 25°C
- Specimens should arrive at the laboratory at room temperature within 1 week (7 days) of collection.

#### **Norovirus**

- Stool or vomitus specimens (not in Cary-Blair) should be collected during the acute phase of illness (i.e., within 48-72 hours after onset). In specific cases, specimens may be collected later in the illness (i.e., 7-10 days after symptom onset), if testing is necessary for either determining the etiology of the outbreak or for epidemiological purposes (e.g., a specimen obtained from an ill food handler who might be the source of the infection).
- Ideally, stool or vomitus specimens from at least 7-10 ill persons should be obtained during the acute phase of the illness for testing. Depending on the outbreak or cooperation of the patients involved, it may be difficult to collect the ideal number of samples. If this is the case, the number of samples collected will be determined by Epidemiology. 10-50 mL of stool or vomitus should be collected and placed in a tightly capped (leak-proof) stool or urine sample cup.
- Stool or vomitus specimens should be kept refrigerated between 2°- 8°C. This temperature allows for the specimens to be stored without compromising diagnostic yield for 2-3 weeks from collection. Freezing can destroy the characteristic viral morphology and may preclude a preliminary diagnosis by electron microscopy (EM). Specimens can be frozen for PCR testing if the test cannot be done within 2-3 weeks. Prior to being shipped, specimen cups should be individually sealed and bagged. Specimens should be shipped in an appropriately labeled, insulated, waterproof shipping container with refrigerant packs.

#### **Rapid HCV (Hepatitis C) Antibody Test – Oraquick (Stat Labs)**

- Using standard venous phlebotomy procedures collect a whole blood specimen using a tube containing any of the following anticoagulants: EDTA, sodium heparin, lithium heparin, or sodium citrate.
- Whole blood may be stored between 2°-8°C for 2 days.
- This test is approved for use with fingerstick whole blood specimens and venipuncture whole blood specimens only.
- Clinical data has not been collected to demonstrate the performance of the OraQuick® HCV Rapid Antibody Test in individuals under 15 years of age or for pregnant women.

#### **Rapid HIV-1/2 Antibody Test – ORA-QUICK Advance (Stat Labs)**

- Plasma or whole blood may be used.
  - Using standard venous phlebotomy procedure, collect a whole blood sample using a tube containing EDTA (lavender top) anticoagulant.
  - The specimen may be stored as whole blood between 2°-8°C for 2 days.

#### **Rapid TP-PA – Syphilis Health Check (Stat Labs)**

- Specimens containing EDTA as an anticoagulant can be used.

- Anticoagulant tubes are used they should be filled according to label instructions to ensure proper dilution.
- Specimens should be free from bacterial contamination, gross hemolysis, or lipemia.
- **Plasma** samples can be stored for up to 48 hours between 2°-8°C.
  - When the test is performed with whole blood, fresh samples should be used (<8 hours)
  - Assay performance characteristics have not been established for immunocompromised or immunosuppressed patients, cord blood, neonatal specimens, or infants.

#### **Respiratory Panel 2 (RP2)**

- Collect one nasopharyngeal swab according to standard technique,
- Place swab in Viral transport Media.
- At least 200µl of nasopharyngeal swab specimen in viral transport media is required for testing.
- Samples submitted for analysis for both RP2 and RT-PCR can be stored between 2°-8°C and must be transported to the lab within 72 hours on ice or ice packs.
- If specimens are only submitted for RP2 testing, they can be stored at room temperature for up to 12 hours or refrigerated between 2°– 8°C for up to 10 days after collection.
- Specimens can be stored at -70°C or below and delivered frozen on dry ice.

#### **Rubella IgG EIA**

- Only serum samples are accepted by the laboratory.
- Serum should be separated from the clot and transferred to a separate transport tube prior to storage and transported to the lab on ice packs within 48 hours.
- Specimens can be stored between 2°-8°C for up to 48 hours. Beyond 48 hours specimens should be frozen at -20°C or below.
- Avoid multiple freeze thaw cycles.
- Samples that are hemolyzed, icteric, or grossly contaminated will not be used.
- Do not heat inactivate samples.

#### **Saline Wet Mount (Stat Labs)**

- One ml. of sterile saline (0.85%) inoculated with vaginal secretion collected on a swab during the speculum examination.
- After agitation in the sterile saline, the swab is discarded, and the tube capped.
- Unacceptable Specimens
  - Specimens with glass specimen tube NOT tightly capped.
  - Sample collection time exceeds 1 hour.
- The vaginal specimen must be fresh, so that trichomonas is actively motile. Nonmotile organisms cannot be identified from WBC's.
  - Trichomonas may become non-motile if saline solution is not allowed to come to room temperature prior to inoculation.

#### **Salmonella ID**

- Culture isolates are accepted in properly sealed HAI slants, TSA with 5% sheep blood agar, or selective media. Transport under aerobic conditions.
- Store specimens at 25°C
- Specimens should arrive at the laboratory at room temperature within 1 week (7 days) of collection.

### **Shigella serotyping**

- Culture isolates are accepted in properly sealed HAI slants, TSA with 5% sheep blood agar, or selective media. Transport under aerobic conditions.
- Store specimens at 25°C
- Specimens should arrive at the laboratory at room temperature within 1 week (7 days) of collection.

### **SARS-CoV-2 (Flu SC2) CDC Multiplex Assay (Influenza/COVID Assay)**

- Swab specimens should be collected using only swabs with a synthetic tip, such as nylon, or Dacron®, and an aluminum or plastic shaft.
- Calcium alginate swabs are unacceptable and cotton swabs with wooden shafts are not recommended, these substances may inactivate some viruses and inhibit PCR testing.
- Accepted specimen types:
  - Nasal swab (NS)
  - Nasopharyngeal swab (NP)
  - Oropharyngeal swab (OP)
  - Sputum
  - Lower respiratory tract aspirates
  - Bronchoalveolar lavage
  - Nasopharyngeal wash/aspirate
  - Nasal aspirate
- Store specimens between 2°-8°C for up to 72 hours after collection. If a delay in testing or shipping is expected to exceed 72 hours, freeze and store specimens at -70°C or below.

### **Stool Culture**

- Stool samples in an appropriate enteric transport medium such as Cary-Blair are accepted by the laboratory.
- Fill transport media according to manufacturer's label instructions.
- Samples should be collected prior to antibiotic treatment whenever possible.
- Store samples at 2-8°C prior to transport.
- Transport samples to the laboratory on ice or ice packs.

### **Syphilis RPR**

- Serum or plasma (STAT Lab) specimens can be used.
- If anticoagulant tubes are used, they should be filled according to label instructions to ensure proper dilution.
- Specimens should be free from bacterial contamination, gross hemolysis, or lipemia.
- Once poured off store specimens at 2°-8°C prior to transport for a maximum of five days.
- **Serum** samples sent to the lab for testing should arrive within five days of collection between 2°-8°C or frozen at -20°C or below in a non-defrosting freezer and arrive frozen on dry ice.
- The samples should be transported on ice or ice packs. Frozen samples must arrive frozen on dry ice.

### **Syphilis TP-PA**

- Serum specimens are accepted at the laboratory.
- Store specimens between 2°-8°C prior to transport



- Serum samples sent to the lab for testing should arrive within five days of collection and can only be frozen and thawed once.
- The samples should be transported between 2°-8°C on ice.
- If refrigerated stored samples will exceed five days, freeze at -20°C or below in a non-defrosting freezer. Frozen samples must arrive frozen on dry ice.

#### **TB detection by QuantiFERON®-TB Gold Plus (QFT®) LIAISON®XL**

- Only samples in QuantiFERON®-TB Gold collection tubes will be accepted.
- Four tubes are required for testing: Nil tube (gray cap with white ring), TB1 (green cap with white ring), TB2 (yellow cap with white ring), and mitogen tube (purple cap with white ring)
- Collect 1ml of blood by venipuncture directly into each of the QFT collection tubes.
- If a “butterfly needle” is being used to collect blood, a “purge” tube should be used to ensure that the tubing is filled with blood prior to the QFT tubes being used.
- Immediately after filling the tubes, shake them ten times just firmly enough to ensure the entire surface of the tube is coated with blood, to dissolve antigens on tube walls.
- Option 1-Store samples at ambient temperature (22 ± 5°C). Transport samples to the laboratory at ambient temperature (22 ± 5°C) within 16 hours of collection.
- Option 2- Place tubes in a 37±1°C incubator within 16 hours of collection. Incubate tubes upright for 16-24 hours. Store and transport sample tubes between 4-27°C. The laboratory must receive samples within three days of incubation.

#### **Varicella IgG EIA**

- Only serum samples are accepted by the laboratory.
- Serum should be separated from the clot and transferred to a separate transport tube prior to storage and transport to the lab on ice packs within 48 hours.
- Specimens should be stored at 2-8°C for up to 48 hours. Beyond 48 hours specimens should be frozen at -20°C or below.
- Avoid multiple freeze thaw cycles.
- Samples that are hemolyzed, icteric, or grossly contaminated will not be tested.
- Do not heat inactivate samples.

#### **Vibrio Reference Culture Identification**

- Culture isolates on Heart Infusion Agar, Brain Heart Infusion Agar, or Tryptic Soy Agar are accepted by the laboratory. Transport under aerobic conditions.
- Store specimens at 25°C
- Specimens should arrive to the laboratory at room temperature or on ice within 24 hours of identification.

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