



## INSTRUCTIONS FOR COLLECTION AND SUBMISSION OF SPECIMENS

### VIRAL LOAD - CD4/CD8 - HIV-1 GENOTYPING

#### MICHIGAN DEPARTMENT OF COMMUNITY HEALTH

**SPECIMENS MUST BE LABELED WITH THE SAME NAME/UNIQUE IDENTIFIER AS SUPPLIED ON THE TEST REQUISITION**

#### **CD4/CD8 “Whole Blood” Specimen Collection – Unit 13**

1. Collect a blood sample with the 2.5 mL, purple-capped, EDTA, tube (primary receptacle).
2. **DO NOT** centrifuge tube.
3. **Do not refrigerate sample.** Maintain whole blood sample tube at room temperature during storage and transportation. **Sample will be unacceptable if refrigerated!**
4. Ship specimen to arrive during operating hours as stated below. **Note:** Sample must be tested within 48 hours of collection. Do not draw or ship after Thursday or prior to state holidays.
5. Wrap tube in absorbent material and enclose in plastic bag.
6. Place plastic bag into plastic, screw-capped, can and secure cap.
7. Wrap test requisition around the plastic can and place into corrugated box and tape all seams on box.
9. Complete shipper information on the U.S. Express Mail label, and attach to the overpack box along with the Express Mail Stamp and Biological Substance label. Ship as soon as possible by courier, or U.S. Express Mail (both types of specimens may be shipped together in the overpack box provided in **Unit 13** as long as they are individually packed in two plastic containers – one with refrigerant, one without).
10. Retain the customer copy of the U. S. Express Mail label for your records should tracking be required.

#### **HIV-1 Viral Load “Plasma” Specimen Collection – Unit 13**

1. Collect a blood sample using two, 2.5 mL, purple-capped, EDTA, tubes.
2. Within **two hours** of collection, centrifuge tubes and transfer plasma to the polypropylene tubes provided. **A minimum of 2.0 mL of plasma is required.**
3. Refrigerate plasma at 2 - 8 C. Alternatively, plasma may be frozen, and then shipped with the refrigerant provided. **Dry ice must be used** when sending frozen specimens for both Viral Load and HIV-1 genotyping (Unit 19)
4. **Ship specimen to arrive during operating hours as stated below. Note: Sample must be tested within five days of draw date if not frozen.**
5. Wrap tube in absorbent material and enclose in plastic bag.
6. Place plastic bag into plastic, screw-capped, can and secure cap.
7. Wrap test requisition around the plastic can and place into corrugated box **with refrigerant** placed either on top or bottom of can if not using dry ice. **Do not place refrigerant or dry ice in plastic can!**
8. Tape all seams on corrugated box.
9. Complete shipper information on the U.S. Express Mail label, and attach to the corrugated box along with the Express Mail Stamp and Biological Substance label. Ship as soon as possible by courier, or U.S. Express Mail). Retain the customer copy of the U. S. Express Mail label for your records should tracking be required.

#### **HIV-1 Genotyping Specimen Collection – Unit 19**

1. Collect a blood sample using two, 2.5 mL, purple-capped, EDTA, tubes.
2. Within **two hours** of collection, centrifuge tubes and transfer plasma to the polypropylene tubes provided. **A minimum of 2.0 mL of plasma is required.**
3. **Freeze specimen @ - 20 degrees centigrade immediately.**
4. Ship frozen specimens, **packed on dry ice**, to arrive during normal operating hours as stated below.
5. Wrap tubes in absorbent material provided and enclosed in plastic bag provided, place into plastic screw-capped can and secure cap.
6. Wrap test requisition around the plastic can and place into corrugated box provided.
7. Place corrugated box into Styrofoam insulated overpack box and add dry ice. Seal box for shipment.
8. Complete, as necessary, and attach all appropriate labels to the overpack box, i.e., U.S. Express Mail label, Express Mail stamp, Biological Substance, UN 3377 label and Miscellaneous Dangerous Goods labels etc. as appropriate. Retain the customer copy of the U. S. Express Mail label for your records should tracking be required.
9. Ship by the fastest means available means, i.e., courier, or U.S. Express Mail. Retain the customer copy of the U. S. Express Mail label for your records should tracking be required.

**Hours of Operation: Specimens should be received between 7:00 A.M.-3:00 P.M. Monday through Thursday to ensure timely processing.**

**NOTE: The shipper is responsible for being sure that their package is in compliance with the current shipping regulations.**