

MDHHS BOL Flu Collection Guide Lab
Ordering flu specimen collection supplies from MDHHS BOL

You may order complete kits (swab, viral transport medium, requisition form and mailer) **by fax 517-335-9039** from the MDHHS Bureau of Laboratories (BOL) by requesting “Unit 45” or “Flu Kit” on the request form found at: http://www.michigan.gov/documents/dch-0568_7396_7.pdf You may also order swabs or VTM separately on the same form by writing in the “Miscellaneous Requests” section, on page 2.

Acceptable Substitutes for Supplies in Flu Collection Kits:

Step 1: Use swab to collect NP (nasopharyngeal) specimen		
Instructions for collecting NP specimens may be found at http://www.michigan.gov/documents/DCH-0772_7497_7.pdf		
Preferred Swabs	Acceptable Substitute	Comment
Flocked NP swab	Synthetic tip swab (e.g. polyester or Dacron®) with aluminum or plastic shaft	Do NOT use <i>swabs with calcium alginate tips, cotton tips or wooden shafts</i>
Step 2: Insert swab into Viral Transport Medium (VTM)		
Preferred VTM:	Acceptable Substitute	Comment
Universal Transport Medium (UTM) - 3 mL <i>or</i> M4RT - 3 mL	Sterile, normal (physiologic) saline <i>or</i> sterile PBS (phosphate buffered saline) – 2 mL Using sterile technique, place in a sterile leakproof container*	VTM or saline can be stored at room temperature until the NP specimen is placed into tube; then it must be kept cold (refrigerated at 4 deg C) but not frozen . Ship to MDCH Bureau of Labs as soon as possible.
	* Acceptable containers for saline / PBS: Sterile, leakproof plastic tube such as a 15-mL conical centrifuge tube with screw-cap Wrap lid tightly with tape or parafilm to prevent specimen leakage	
Step 3: Label specimen. Specimens MUST be properly labeled with patient name, date of birth, and a unique numerical identifier (medical record number, lab specimen number, etc.)		
Step 4: Refrigerate or freeze specimen before shipping. All of these transports must be kept cold after inoculation.		
Step 5. Complete a test requisition, form DCH 0583, found at: http://www.michigan.gov/documents/DCH-0583TEST_REQUEST_7587_7.pdf All information on the test requisition must match the specimen label exactly.		
Step 6: Contact local health department for case reporting or testing approval (if needed).		
Step 7: Arrange transport to MDHHS lab		
Step 8: Results reporting: Results will be reported to the submitter via the MDHHS lab computer system and results will be available to the local health department via the MDSS reporting system as soon as they are released. <i>Thank you.</i>		

Issues regarding collection or shipping supplies can be emailed to MDHHSlab@michigan.gov