

**MDCH BOL Flu Collection Guide Lab**  
**Ordering flu specimen collection supplies from MDCH BOL**

You may order complete kits (swab, viral transport medium, requisition form and mailer) **by fax 517-335-9039** from the MDCH 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](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:**

<b>Step 1: Use swab to collect NP (nasopharyngeal) specimen</b>		
Instructions for collecting NP specimens may be found at <a href="http://www.michigan.gov/documents/DCH-0772_7497_7.pdf">http://www.michigan.gov/documents/DCH-0772_7497_7.pdf</a>		
<b>Preferred Swabs</b>	<b>Acceptable Substitute</b>	<b>Comment</b>
Flocked NP swab	Synthetic tip swab (e.g. polyester or Dacron®) with aluminum or plastic shaft	<b>Do NOT use swabs with calcium alginate tips, cotton tips or wooden shafts</b>
<b>Step 2: Insert swab into Viral Transport Medium (VTM)</b>		
<b>Preferred VTM:</b>	<b>Acceptable Substitute</b>	<b>Comment</b>
Universal Transport Medium (UTM) - 3 mL or M4RT - 3 mL	Sterile, normal (physiologic) saline or 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; <b>then it must be kept cold</b> (refrigerated at 4 deg C) but <b>not frozen</b> . Ship to MDCH Bureau of Labs as soon as possible.
	<b>*Acceptable containers for saline / PBS:</b>	
	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	<i>Specimens received in any of these containers are <b>not accepted</b>:</i> <ul style="list-style-type: none"> <li>• urine cups • glass tubes</li> <li>• snap-cap tubes</li> <li>• Any transport designed for bacterial culture (Stuart's, Amies, etc.)</li> </ul>
<b>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.)</b>		
<b>Step 4: Refrigerate specimen. All of these transports must be kept cold after inoculation, but do not freeze.</b>		
<b>Step 5. Complete a test requisition, form DCH 0583, found at:</b> <a href="http://www.michigan.gov/documents/DCH-0583TEST_REQUEST_7587_7.pdf">http://www.michigan.gov/documents/DCH-0583TEST_REQUEST_7587_7.pdf</a> All information on the test requisition <b>must</b> match the specimen label exactly.		
<b>Step 6: Contact local health department for case reporting or testing approval (if needed).</b>		
<b>Step 7: Arrange transport to MDCH lab</b>		
<b>Step 8: Results reporting:</b> Results will be reported to the submitter via the MDCH lab computer system and results will be available to the local health department via the MDSS reporting system <b>as soon as they are released.</b> <i>Thank you.</i>		

Issues regarding collection or shipping supplies can be emailed to [MDCHlab@michigan.gov](mailto:MDCHlab@michigan.gov)