Instructions for Collection and Submission of Serum OTHER THAN Hepatitis C virus HCV
Michigan Department of Health and Human Services Bureau of Laboratories (Michigan.gov/mdhhslab)
(Unit # 8)

1. Collect and prepare the sample
   - Use a clot tube (without anticoagulant) to collect blood from a vein.
   - Allow the blood to clot by letting it set undisturbed at room temperature for 30 to 60 minutes.
   - Centrifuge the tube at 1,000 Xg for 10 minutes.

2. Label the screw-cap tube that came with the kit.
   Make sure the label has a complete patient name and at least 1 unique identifier (For example, date of birth, medical record number, etc.) For HIV anonymous testing, patient name is not required; but still need 2 unique identifiers.

3. Transfer the serum off the clot and into the screw-cap tube.
   Transfer at least 2.5 mL of serum from the clotted sample into the tube that was sent with the kit.

4. Fill out the requisition form (DCH-0583) available at: www.michigan.gov/mdhhslab
   Fill the form out completely, and make sure the information on the requisition form matches the information on the tube. Samples will not be tested if the form is not completely filled out, or if the information disagrees.

5. If the sample will not be shipped to MDHHS immediately:
   - Keep the sample in a 2°C - 8°C refrigerator.
     - Do not delay shipping longer than 3 days.
     - Do not allow the serum to freeze-thaw.

6. Pack the sample for shipment
   a. Place specimen tube into a small plastic zipper bag with absorbent material. Seal the bag.
      - Put each patient in a separate small zipper bag to avoid cross-contamination.
      - There must be sufficient absorbent material to absorb the entire volume of liquid. We provide enough material for 10 5-mL tubes (50 mL). If you put more than 10 tubes in one box, you must add more absorbent.
   b. Place the plastic zipper bag or bags into the larger bag with the biohazard symbol on it (Bio-Bag).
   c. Seal the bag shut. Put the requisition form or forms in the outside pocket.
   d. Place the Bio-Bag into the outer box.
      - Placing the Bio-Bag diagonally helps to cushion the shipment.
      - You must use both the Bio-Bag and the outer box together to meet shipping regulations.

7. Seal the box with tape and label it for shipping
   a. Seal the box shut with tape.
   b. Fill in the return address on the label marked “Biological Substance” and put it on the box.

8. Ship the sample to MDHHS as quickly as possible.
   a. For example, send by courier, UPS, USPS 1st class mail, etc.
   b. It is your (the sender’s) responsibility to be sure the box complies with packaging and shipping regulations.

<table>
<thead>
<tr>
<th>Important Notes:</th>
<th>The polypropylene screw-cap tube(s) provided are not sterile</th>
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<tbody>
<tr>
<td>The specimen will not be tested if:</td>
<td>Do not use these tubes for CSF, swabs, or any other bacterial or viral culture specimens.</td>
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<tr>
<td>• The sample is leaking</td>
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<tr>
<td>• The test requisition is not completely filled out.</td>
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