

INSTRUCTIONS FOR SUBMISSION OF SPECIMENS FOR CHEMICAL EVENT

Michigan Department of Health and Human Services

www.michigan.gov/mdhhs/hs

IMPORTANT: Specimens not properly labeled, test requisitions not completed, or specimen labels not matching requisitions will cause delays or may not be tested.

NOTE: Suspected terrorism cases or threats of chemical exposure must be immediately reported to law enforcement, to the Michigan Department of Health and Human Services (MDHHS) laboratory director at 517-335-8063, and the MDHHS Bureau of EMS, Trauma, and Preparedness at 517-335-8150 during normal business hours. After hours, you must call 517-335-9030. **Please notify MDHHS laboratory before shipping these specimens.**

1. **Freeze coolants upon receipt of the Unit.**
2. Collect the specimens listed below. **Use the same lot numbers containers to collect specimens during a single event.**
 - a. **Urine:** For adults and pediatric patients, collect at least 40ml of voided urine only, in a clean screw-capped container with no preservative. Note amount of urine collected for each specimen on urine cup. If you must seal the urine cup to prevent leaking, use tape, **do not use Parafilm. FREEZE** the urine specimen as soon as possible at -70 °C or place on dry ice.
 - b. **Whole Blood EDTA:** On adult patients only, draw blood into three separate purple top EDTA tubes, 5 to 7 ml each. Clearly mark tubes in the order drawn as tube #1, #2, and #3. Draw by vacuum-fill method, **do not use syringe.** Verify that tubes were drawn by vacuum method on DCH-1264, Chain of Custody form. Gently shake the tubes to mix. Refrigerate – **DO NOT FREEZE.**
 - c. **Whole blood, grey or green-top:** On adult patients only, AFTER all three EDTA tubes are collected, draw blood into one grey or green top (heparin, non-gel) tube, 5 to 7 ml. Draw by vacuum-fill method; do not use syringe. Verify that tubes were drawn by vacuum method on DCH-1264, Chain of Custody form. Gently shake the tubes to mix. Refrigerate – **DO NOT FREEZE.**
 - d. **Blank cups and tubes:** Include two empty or blank urine cups, two blank purple top tubes and two blank grey or green top tubes from **each lot number** used to collect patient specimens.
3. Label all specimens with patient name/unique identifier, date and time of collection and collector's initials.
4. Complete DCH-1264, Chain of Custody form, supplied with the Chemical Threat Response Kit; form is available online. The DCH-1264, Chain of Custody form also serves as the MDHHS requisition. **Up to eight patients can be entered on one form.** Form must match label on specimen. Use separate forms for urine and blood specimens. Keep copies for your records. Place completed DCH-1264, Chain of Custody form in plastic bag provided to protect from moisture.
5. **Blood and urine specimens MUST be packaged in separate shipping containers! Blood must be shipped on COOLANT PACKS and Urine must be shipped on pelletized DRY ICE. Do NOT ship urine and blood in same container!**
 - a. **Blood:** When ready to ship, wrap properly labeled blood tubes with absorbent material provided and place in foam rack. Specimens should not touch each other. Wrap in additional cushioning to secure tubes inside rack. Place wrapped foam rack in a box and secure with evidence tape. Initial ½ on evidence tape and ½ on box. **Use two bag system to secure:** Place specimens into the inner plastic Biohazard bag (STP-741) included with this kit and seal. Place sealed Biohazard bag into the outer white Tyvek envelope (STP-740) and seal. **You must use both bags together. Secure with evidence tape at two levels and two layers at each level.** Initial ½ on tape and ½ on white Tyvek envelope.
 - b. **Urine:** When ready to ship, place urine and absorbent material into the six-grid box or place urine in small plastic biohazard bag with absorbents. Do not allow specimens to touch each other. If a six-grid box is used, secure box with evidence tape, then wrap box with absorbents. If small biohazard bags are used, place specimens inside first part of the two part secondary packaging and secure with evidence tape. Place boxed, secured, and wrapped specimens into the inner plastic Biohazard bag (STP 741) and seal. Place sealed Biohazard bag into the outer white Tyvek envelope (STP-740) and seal. **You must use both bags together. Samples must be secured with evidence tape at two levels and two layers at each level.** Evidence tape must be initialed ½ on tape and ½ on white Tyvek envelope.
6. Using the outer packaging, cardboard box with polystyrene foam liner provided, pack **refrigerated blood** samples on the coolant packs that have been previously frozen. Pack **frozen urine** samples on dry ice (not be provided). **Do not pack urine and blood samples in the same outer package.** Use cushioning to prevent contents from shifting. Place the DCH-1264, Chain of Custody form in a zippered plastic bag and place between the polystyrene foam lid and the rigid outer container. Seal top and bottom of outer container with filament tape.
7. Apply necessary shipping labels to the outer container in the appropriate places. CT specimens are shipped as "Biological Substance, Category B" unless the shipper has reason to believe they may contain "Category A" Infectious Substances. Dry ice is a Class 9 Dangerous Good and a label for this must be used. Amount of dry ice used must be denoted on a UN1845 label in kilograms. The shipping label must state, "Frozen diagnostic/medical specimens."
8. Ship package overnight or as directed by MDHHS laboratory. Please refer to **NOTE** at top of page.

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

By Authority of Act 368, P.A. 1978

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