Instructions for collection and submission of clinician & patient self- collected vaginal swabs & clinician collected rectal and throat swabs for *N. gonorrhoeae, C. trachomatis,* &

Clinician collected vaginal swabs for *T. vaginalis* testing using GEN-PROBE® APTIMA® multitest swab specimen collection kit

(For endocervical, urethral collection instructions, see DCH-0973)

I. Collection kit

- A. Unit 2-V (IATA Category B) collection kit for clinician & patient self-collected vaginal, clinician collected rectal and throat specimens (orange-labeled tube).
- B. Check the expiration date. Do not use an expired collection kit.

II. Patient preparation for vaginal sample collection:

- A. Ask the patient to read the collection insert instructions. (Refer to DCH-0972 for patient SELF COLLECTED vaginal swabs. **For N. gonorrhoeae** and **C. trachomatis** testing only.)
- B. If all the instructions are understood, provide the patient with the collection kit.
- C. Do not touch the soft tip or lay the swab down at any time during the collection. If the swab tip is touched or dropped, start with a new kit.
- D. Peel open the swab package. Hold the swab between your thumb and forefinger covering the scored line in the middle of the shaft to remove the swab from the package.
- E. Carefully insert the swab into the vagina about 2 inches past the introitus, and gently rotate the swab clockwise for 10 to 30 seconds. Make sure the swab touches the walls of the vagina and absorbs the moisture.
- F. Remove the swab without touching the skin or other surfaces and place in transport tube (See V).
- G. For clinician collected vaginal sample collection, follow steps 3 through 6.

III. Patient preparation for throat swab (male and female)

- A. Use a tongue blade to hold down the patient's tongue. Look at the back of the throat and tonsils for inflammation or exudate.
- B. Do not touch the soft tip or lay the swab down at any time during the collection. If the swab tip is touched or dropped, start with a new kit.
- C. Peel open the swab package. Hold the swab between your thumb and forefinger covering the scored line in the middle of the shaft to remove the swab from the package.
- D. Insert the specimen collection swab (orange shaft swab) and, carefully but firmly, rub the swab over the inflamed areas. If there is no inflammation or exudate, rub the swab over the tonsils and posterior pharynx.
- E. Do not touch the cheeks, teeth or gums with the swab.
- F. Carefully remove the swab without touching the skin or other surfaces and place in transport tube (See V).

IV. Patient preparation for rectal swab (male and female)

- A. Do not touch the soft tip or lay the swab down at any time during collection. If the swab tip is touched or dropped, start with a new kit.
- B. Peel open the swab package. Hold the swab between your thumb and forefinger covering the scored line in the middle of the shaft to remove the swab from the package.

- C. Insert the specimen collection swab (orange shaft swab) into the rectum.
- D. Swab the anal crypts just inside the anal ring. Rotate the swab clockwise for 5 to 10 seconds.
- E. Carefully remove the swab without touching the skin or other surfaces and place in transport tube (See V).
- F. Avoid fecal contamination as much as possible during the collection. If the swab is grossly contaminated with fecal material, discard it, and start with a new kit to collect another specimen.

V. <u>Transport tube</u>:

- A. Remove the cap from the swab specimen transport tube. **Do not pour off the liquid preservative from the tube**. Immediately place the specimen collection swab into the transport tube.
- B. Carefully break the swab shaft against the side of the tube at the scored line, using care to avoid splashing of the liquid. Discard the top portion of the swab shaft as medical waste, leaving the tip of the swab in the tube.
- C. Screw the cap on the transport tube as evenly and tightly as possible. Tape or Para-film® around the cap, but **DO NOT** put tape over the top of the cap.

VI. Labeling

- A. Label the transport tube with the complete patient name and at least 1 other unique identifier (For example: specimen number, date of birth, medical record number, etc.)
- B. Verify the patient's identity at the time of collection. Best practice is to ask patient to spell their first and last name.
- C. Enter the required information on the test requisition form (DCH-0583). The patient name and unique identifier on the form must be entered **exactly** the same as the information on the tube.
- D. If there are multiple specimens from the same patient, please label the specimen tubes with the source. The lab may be unable to determine the specimen source if not identified on the tube.
- E. If there are multiple specimens from the same patient, use a separate test requisition and collection kit for each specimen.

VII. Packaging and Shipping

- A. Specimens for should be sent to MDHHS immediately after collection.
- B. Specimens can be shipped at ambient temperature.
- C. Insert the specimen and absorbent pad into the small plastic bag provided. Make sure it is sealed. Place in the large plastic bag with the Biohazard symbol (Bio-Bag).
- D. Place the completed MDHHS test requisition (DCH-0583) in the outside pocket of the Bio-Bag. Seal the bag.
- E. Close the box and secure with sealing tape on both sides of the flap.
- F. Attach the completed address label with the UN3733 label included in the kit.
- G. Send to the Michigan Department of Health and Human Services, Lansing laboratory as soon as possible (e.g. courier, 1st class mail (USPS), United Parcel Service (UPS), etc.).
- H. Instructions are also available by visiting, http://www.Michigan.gov/mdhhslab
- I. The specimen will NOT be tested if:
 - 1. The specimen container is received leaking.
 - 2. The specimen is not properly labeled, or the test requisition not completed.
 - 3. The specimen label does not match the test requisition.

- 4. The specimen was collected using an expired collection kit.
- 5. The specimen was collected more than 60 days prior to receipt.
- 6. The specimen is collected with the wrong collection device.

VIII. Packaging and shipping are the responsibility of the shipper. Please be sure it is in compliance with shipping regulations.



Unit 2-V-Chlamydia & Gonorrhea-Amplified Test- Multitest swab