COVID-19 Packaging & Shipping for Hospital Laboratories
Updated 3/13/2020
COVID-19 Packaging Components

- Utilize supplies currently in your laboratory for collection.
  - I.e. NP swab, sterile containers, viral transport media
  - We are unable to accept e-Swabs, Aimes Swabs, Dry Swabs, or Anaerobic/Bacterial Swabs.
- Ensure ice packs are frozen before use
- Preferred specimen is **NP swab**; OP swabs no longer recommended
  - Viral transport media examples: VTM, M4, M5, M6, UTM
Nasopharyngeal Collection Instructions

- Use only synthetic fiber swabs with plastic shafts.
  - Do not use calcium alginate or wooden shaft swabs that may inhibit PCR testing.

- Nasopharyngeal (NP) swab: Insert a swab into the nostril parallel to the palate. Leave the swab in place for a few seconds to absorb secretions.

- After collection, place swab immediately into viral transport media (i.e. VTM, M4).
Packaging VTM Specimens

- **Acceptable Specimens**
  - NP Swabs

- **Packaging**
  - Label tube with: Patient name, Date of Birth, & Source i.e. NP
  - Place VTM tube (tighten cap) in plastic bag with absorbent material square
  - Place sample in 95kPa bag
Sputum Collection

• Have the patient rinse the mouth with water

• Next have patient expectorate deep cough sputum directly into a sterile, leak-proof, screw-cap sputum collection cup or sterile dry container.
  • Note: Sub-optimal samples will be rejected (if not from deep cough collection)

• Sputum (sputum can be collected in a variety of sterile containers
  • Sterile urine cup or 50ml conical tube
Packaging Sputum Specimens

- Acceptable Specimens
  - Sputum

- Packaging
  - Label container with:
    - Patient name, Date of Birth, & Source i.e. Sputum
  - Place sputum container inside the 95kPa bag with absorbent material square & VTM tubes.
Bronchoalveolar Lavage or Tracheal Aspirate

- Collect 2-3 mL of sample into a sterile, leak-proof, screw-cap sterile collection cup or sterile dry container.
- Package the same way as you would a sputum sample.
Complete State of Michigan Test Req Form DCH-0583

Select “Other” in the “Tests that require MDHHS approval” section of the form and write in COVID-19

Include case ID number, if available from completed MDHHS PUI form

Case ID # if known
Complete all areas highlighted on the top portion of the form.
**Indicate source in highlighted area**

Check "Other" Box and write in: COVID-19
Packaging samples cont.

Place **frozen** ice pack inside styrofoam insert within the box

Place 95kPa bag with samples on top of frozen ice pack in box
Packaging samples cont.

- Place styrofoam lid on top
- Place completed State of Michigan-Laboratory Test Requisition on top of styrofoam lid
Shipping Options

- Courier transport to BOL
  3350 North Martin Luther King Jr. Blvd., Lansing 48906
- UPS (if courier is unavailable) Monday-Thursday only
  927 Terminal Rd (our warehouse address)
- UPS (if courier is unavailable) Friday only
  - Call the lab to have Friday overnight UPS label faxed to you. Contact (517) 335-8059
- Weekend Delivery: Use your facility courier or refrigerate sample for Monday delivery. Freeze specimen if >72 hours before delivery. Send on cold packs.
- For Urgent Requests contact: (517)335-9030
Shipping with Courier-Outer Box

- Close box and tape with packing tape.
- Place address label **on top of sealed box**
  - Fill in your name and facility address on label
- Place UN3373 Category B label on side of outer box
- Write **full name and phone number with area code** of Responsible Person from your facility on Top of box
- Place “refrigerate” yellow label on box
UPS Shipping-Monday-Friday ONLY

- Close box and tape with packing tape.
- Place UPS label on top of sealed box
- Place UN3373 Category B label on side of outer box
- Write full name and phone number with area code of Responsible Person from your facility on top of box
- Place “refrigerate” yellow label on box
## For Testing Questions Contact:

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<thead>
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