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

1. **Verify the identity of the patient and label collection tube in the presence of the patient.**

2. **Collect and prepare the sample**
   - No special patient preparation is required. 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.

3. **Label the two screw-cap tubes that came with the kit.**
   - Make sure each label has a complete patient name and at least 1 unique identifier (For example, date of birth, medical record number, etc.)
   - Use only polypropylene tube for Hepatitis C serum. Polystyrene tubes are not acceptable.

4. **Transfer the serum off the clot and into the screw-cap tubes that came with the kit.**
   - Transfer at least 2.5 mL of serum from the clotted sample into one tube
   - Transfer at least 0.5 mL of serum from the clotted sample into the second tube. Keep this specimen cold.

5. **Fill out the requisition form (DCH-0583) available at:** [www.michigan.gov/mdhhslab](http://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.**

6. **Refrigerate 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.

7. **Pack the sample for cold shipment**
   6.1. Make sure the screw-cap is completely tight. Seal with Parafilm M® if desired, but do not use tape. Place bag with specimen tubes into the aluminum can and tighten the cap.
      - Do not put more than 2 tubes into one can. There can be two tubes in one bag, or one tube each in two bags, but please do not stuff more than 2 tubes in one can.
      - Order extra canisters, if needed.
   6.2. Wrap the completed test requisition(s) around aluminum can and place into cardboard canister tube.
   6.3. Tighten the cap. and secure with tape.
   6.4. Place the cardboard canister into the insulated box provided.
   6.5. Add previously frozen cold-packs (provided). Do not use wet ice.
   6.6. Add cushioning material so the contents don’t rattle.

8. **Seal the outer cardboard box with tape and label it for shipping.**
   - Complete the return address, Biological Substance label and put it on the box.
   - Make sure the outer cardboard box is labeled “Refrigerate on arrival”.

9. **Ship the samples to MDHHS as quickly as possible:**
   - For example, send by courier, UPS, USPS 1st class mail, etc.
   - 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 specimen will not be tested if:</th>
<th>The polypropylene screw-cap tube(s) provided are not sterile</th>
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<tbody>
<tr>
<td></td>
<td>The sample is leaking</td>
<td>Do not use these tubes for CSF, swabs, or any other bacterial or viral culture specimens.</td>
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<td>The test requisition is not completely filled out.</td>
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