**Instructions for Collection and Submission of Specimens for Zika, Chikungunya & Dengue Virus Testing**

Michigan Department of Health and Human Services Bureau of Laboratories (Michigan.gov/mdhhslab) **(Unit # 8a)**

**NOTE: If CSF, URINE OR AMNIOTIC FLUID IS SUBMITTED, IT MUST BE ACCOMPANIED BY SERUM**

# Check the patient’s Zika Supplemental Form

# Patient must have a COMPLETED Zika Supplemental Form. This form must accompany the sample when sent to the State Laboratory.

# Collect and prepare the serum 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 X g for 10 minutes.
	+ Transfer at least 2.5 ml of serum from the clotted sample into pre-labeled tube (See #2 below). Keep refrigerated.

# Label the leak-proof screw-cap tube(s) 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.)
	+ Second tube may be used for CSF (>2 ml), amniotic fluid (>2 ml) or urine (>2 ml). Please label accordingly.

# 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(s). *Samples will not be tested if the form is not completely filled out, or if the information disagrees.*

# 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.

# Pack the sample for cold shipment

* 1. 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.

* 1. Wrap the completed test requisition(s) and Supplemental Form around aluminum can and place into cardboard canister tube.
	2. Tighten the cap and secure with tape.
	3. Place the cardboard canister into the insulated box provided.
	4. Add previously frozen cold-packs (provided). Do not use wet ice.
	5. Add cushioning material so the contents don’t rattle.
	6. Close outer cardboard box and seal with tape.

# Seal the 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”.

# Ship the samples to MDHHS as quickly as possible.

* + For example, send by courier or UPS. (USPS 1st class mail may take too long for cold packs to hold temperature.)
	+ It is your (the sender’s) responsibility to be sure the box complies with packaging and shipping regulations.

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| **Important Notes:** |
| ***The specimen will not be tested if:*** |  |
| * The sample is leaking
 | * The sample is not accompanied by serum
 |
| * The test requisition or the Zika Supplemental Form is not completely filled out.
 | * If the sample is not received cold, PCR

 testing will not be performed |

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