

**INSTRUCTIONS FOR COLLECTION AND SUBMISSION OF SPECIMENS
HIV-1 VIRAL LOAD - CD4/CD8 ENUMERATION
MICHIGAN DEPARTMENT OF HEALTH and HUMAN SERVICES**

Specimens must be labeled with the same name/unique identifier as supplied on the test requisition.

CD4/CD8 “Whole Blood” Specimen Collection – Unit 13

1. Collect a blood sample with the 6 mL, purple-capped, EDTA, tube (primary receptacle).
2. **DO NOT** centrifuge tube.
3. **Do not refrigerate sample.** Maintain whole blood sample tube at room temperature during storage and transportation. Sample will be unacceptable if refrigerated
4. Ship specimen to arrive during operating hours as stated below. Note: Sample must be tested within 48 hours of collection. Do not draw or ship after Thursday or prior to state holidays.
5. Wrap tube in absorbent material and enclose in plastic bag.
6. Place plastic bag into plastic, screw-capped, can and secure cap.
7. Wrap test requisition around the plastic can and place into corrugated box and tape all seams on box.
8. Complete shipper information on the UPS Return Service label and attach to the overpack box along with the Biological Substance label. Ship as soon as possible by courier, or UPS (Different types of specimens may be shipped together in the overpack box provided in **Unit 13** as long as they are individually packed in two plastic containers – one with refrigerant, one without).
9. Record the UPS tracking number for your records should tracking be required.

HIV-1 Viral Load “Plasma” Specimen Collection – Unit 13

1. Collect a blood sample with the 6 mL, purple-capped, EDTA, tube and store at 2 to 25°C for no longer than 24 hours.
2. Within **24 hours** of collection, centrifuge the tube and transfer the plasma to the polypropylene tubes provided. **A minimum of 2.0 mL of plasma is required.**
3. Refrigerate plasma at 2 - 8 C. Alternatively, plasma may be frozen, and then shipped with the refrigerant provided.
4. Ship specimen to arrive during operating hours as stated below. Note: Sample must be tested within six days of draw date if not frozen.
5. Wrap tube in absorbent material and enclose in plastic bag.
6. Place plastic bag into plastic, screw-capped, can and secure cap.
7. Wrap test requisition around the plastic can and place into corrugated box **with refrigerant** placed either on top or bottom of can if not using dry ice. **Never place refrigerant or dry ice in plastic can**
8. Tape all seams on corrugated box.
9. Complete shipper information on the UPS Return Service label and attach to the overpack box along with the Biological Substance label. Ship as soon as possible by courier, or UPS (Different types of specimens may be shipped together in the overpack

box provided in **Unit 13** as long as they are individually packed in two plastic containers – one with refrigerant, one without).

10. Record the UPS tracking number for your records should tracking be required.

Hours of Operation: Specimens should be received between 7:00 A.M.-3:00 P.M. Monday through Thursday to ensure timely processing.

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