

# DCH-0811, INSTRUCTIONS FOR COLLECTION AND SUBMISSION OF SERUM OTHER THAN HEPATITIS C VIRUS HCV AND SYPHILIS

MICHIGAN DEPARTMENT OF HEALTH AND HUMAN SERVICES (MDHHS)

Bureau of Laboratories

(Revised 09-22)

## Unit 8

1. Verify the identity of the patient and label collection tube in the presence of the patient.
2. Collect and prepare the sample
  - a. Use a clot tube (without anticoagulant) to collect blood from a vein.
  - b. Allow the blood to clot by letting it set undisturbed at room temperature for 30 to 60 minutes.
  - c. Centrifuge the tube at 1,000g for 10 minutes.
3. Label the screw-cap tube that came with the kit.
  - a. Make sure the label has a complete patient name and at least 1 unique identifier (For example, date of birth, medical record number, etc.) For HIV anonymous testing, patient name is not required; but still need 2 unique identifiers.
  - b. The polypropylene screw-cap tube(s) provided are not sterile. Do not use these tubes for CSF, swabs, or any other bacterial or viral culture specimens.
4. Transfer the serum off the clot and into the screw-cap tube.
  - a. Transfer at least 2.5 mL of serum from the clotted sample into the tube that was sent with the kit.
5. Fill out the requisition form (DCH-0583) available at: [www.michigan.gov/mdhhs/lab](http://www.michigan.gov/mdhhs/lab)
  - a. Fill the form out completely, and make sure the information on the requisition form matches the information on the tube.
  - b. Samples will not be tested if the form is not completely filled out, or if the information disagrees.
6. If the sample will not be shipped to MDHHS immediately:
  - a. Keep the sample in a 2°C - 8°C refrigerator.
  - b. Do not delay shipping longer than 3 days. If there is a delay of >3 days, freeze sample.
  - c. Do not allow the serum to freeze-thaw more than once.
7. Pack the sample for shipment
  - a. Place specimen tube into a small plastic zipper bag with absorbent material. Seal the bag.
    - i. Put each patient in a separate small zipper bag to avoid cross-contamination.
    - ii. There must be sufficient absorbent material to absorb the entire volume of liquid. We provide enough material for 10 5-mL tubes (50 mL). If you put more than 10 tubes in one box, you must add more absorbent.
  - b. Place the plastic zipper bag or bags into the larger bag with the biohazard symbol on it (Bio-Bag).
  - c. Seal the bag shut. Put the requisition form or forms in the outside pocket.
  - d. Place the Bio-Bag into the outer box.
    - i. Placing the Bio-Bag diagonally helps to cushion the shipment.
    - ii. You must use both the Bio-Bag and the outer box together to meet shipping regulations.
8. Seal the box with tape and label it for shipping
  - a. Seal the box shut with tape.
  - b. Fill in the return address on the label marked "Biological Substance" and put it on the box.
9. Ship the sample to MDHHS as quickly as possible.
  - a. For example, send by courier, UPS, USPS 1st class mail, etc.

- b. It is your (the sender's) responsibility to be sure the box complies with packaging and shipping regulations.

10. The specimen will not be tested if:

- a. The sample is leaking
- b. The test requisition is not completely filled out.

The Michigan Department of Health and Human Services will not exclude from participation in, deny benefits of, or discriminate against any individual or group because of race, sex, religion, age, national origin, color, height, weight, marital status, partisan considerations, or a disability or genetic information that is unrelated to the person's eligibility.

**AUTHORITY OF ACT 368, P.A. 1978**