

**Instructions for Collection and Submission of Serum for Hepatitis C virus (HCV)**  
 Michigan Department of Health and Human Services Bureau of Laboratories (Michigan.gov/mdhhs/bsl)  
 (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 additional 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.**  
**Please submit two specimen tubes per patient to allow for additional confirmatory testing, if indicated.**
  - Transfer at least 2.5 mL of serum from the clotted sample into one tube
  - Transfer at least 1.5 mL of serum from the clotted sample into the second tube.

**Please keep specimens cold. Hepatitis C (HCV) samples that are not kept cold, and that are not cold when received in our lab, will not be suitable for HCV RNA NAT testing.**

5. **Fill out the requisition form (DCH-0583) available at: [www.michigan.gov/mdhhs/bsl](http://www.michigan.gov/mdhhs/bsl)**
  - 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.
  - If there's a shipping delay of >3 days, freeze specimen and send on dry ice, if possible.
7. **Pack the sample for cold shipment**
  - 6.1. Make sure the screw-cap on each tube is completely tight. Seal with Parafilm M® if desired, but do not use tape.
  - 6.2. Place each specimen tube into a small plastic bag.
  - 6.3. Place up to 10 specimen tubes into the 95kPa specimen transport bag.
    - Be sure to include the absorbent pad in the 95kPa bag.
  - 6.4. Place the completed test requisition(s) into the pocket of the 95kPa bag.
  - 6.5. Remove tape and fold over top of 95kPa bag, so that specimen tubes are secure inside.
  - 6.6. Place the 95kPa bag into the insulated box provided.
  - 6.7. Lay previously frozen cold-packs (provided) over the specimen tubes. Do not use wet ice.
  - 6.8. Cover the insulated box and then place container into an outer cardboard shipping box.
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 1<sup>st</sup> class mail, etc.
  - It is your (the sender's) responsibility to be sure the box complies with packaging and shipping regulations.

<b>Important Notes:</b>	
<b><i>The specimen will not be tested if:</i></b>	<b><i>The polypropylene screw-cap tube(s) provided are <u>not</u> sterile</i></b>
<ul style="list-style-type: none"> <li>• The sample is leaking</li> </ul>	<ul style="list-style-type: none"> <li>• Do not use these tubes for CSF, swabs, or any other bacterial or viral culture specimens.</li> </ul>
<ul style="list-style-type: none"> <li>• The test requisition is not completely filled out.</li> </ul>	