

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

- 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 1st class mail, etc.
- It is your (the sender's) responsibility to be sure the box complies with packaging and shipping regulations.

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