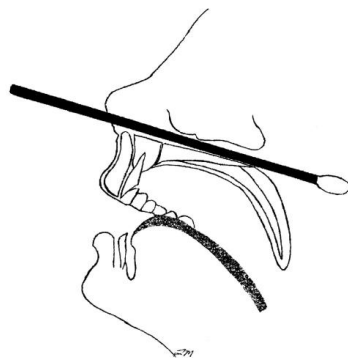


INSTRUCTIONS FOR THE SUBMISSION OF INFLUENZA SPECIMENS FROM SENTINEL PHYSICIANS

Michigan Department of Health and Human Services www.michigan.gov/mdhhs

Freeze coolant provided upon receipt of this Unit!

1. Complete a test requisition for **each** specimen submitted. More than one properly packaged specimen may be sent in the same shipping unit.
2. Place test requisition in the plastic bag provided to protect it from moisture.
1. **Note:** check outdate on viral transport. If outdated – do not use. Request replacement by calling 517-335-9867.
2. Wash hands. Put on gloves; consider mask and eye protection.
3. Explain the procedure to the patient.
4. Select an unobstructed nostril by evaluating the following:
 - a. Can the patient breathe out of both nostrils?
 - b. Has the patient ever had an injury or surgery to the nose?
 - c. Perform a visual inspection for evidence of a deviated septum.
5. Provide the patient with tissues. Instruct them to blow their nose to remove mucus. (More tissue may be needed for eyes).
6. Position the person's head leaning gently back (about 70°) against a wall.
7. Aseptically remove the sterile swab from package.
8. Hold swab lightly between the thumb and index finger thus allowing a quick release in the event the patient moves.
9. Place the swab in the nostril and gently follow the septum beyond the external nares. If any resistance to insertion occurs, **STOP** immediately to prevent injury.
10. In an adult, the swab should be inserted 4-6 cm or approximately 2/3 of the length of the swab.
11. Rotate the swab gently in place for a few seconds to absorb cells.
12. Withdraw the swab and insert into transport medium vial. Rotate swab in the transport medium. **Express swab** by pressing against the side of the vial. **Discard swab** properly.
13. Tighten cap securely on transport medium. Tape or parafilm the cap. Label with small biohazard sticker if shipping by mail.
14. Label the vial with the same name/unique identifier used on the test requisition. Record the name/unique identifier for your future use, as it will be your link to specimen results for the patient.
15. Remove personal protective equipment and wash hands.
16. Refrigerate all specimens – **DO NOT FREEZE** – until ready to ship by the most rapid means to the laboratory. Ship specimen within 24 hours of collection. Do not collect the specimen if it cannot be shipped within 24 hours of collection.
17. When ready to ship, place properly labeled specimen vial, **wrapped in absorbent material provided**, into aluminum screw-capped can and secure cap with tape.
18. Place the aluminum can into the cardboard screw-capped can provided and secure cap.
19. Place the can into the Styrofoam-lined cardboard box, along with **frozen** coolant, and test requisitions.
20. Add cushioning so the canister will not be loose inside the box.
21. Specimens should be shipped by United Parcel Service (UPS) for fastest service. A pre-paid UPS label is provided. Please call the laboratory to request labels for the US Postal Service, if needed, and a mailing label will be sent to you.
22. Close the box and seal with tape. Apply the UN 3373 Biological Substance label to the outside of the box.
23. Apply the UPS return service label.
24. UPS: Place box at routine pickup site (if your building has UPS pickup), or take to any UPS customer service center or access point. (Many hardware stores have UPS access points. See <https://www.ups.com/dropoff>)
25. If using the US Mail: call the 800 number listed on the shipping label for pickup, or take box directly to the closest U.S. Post Office.
26. If there are any questions contact the MDHHS Bureau of Laboratories at 517-335-8067.



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