



NC DEPARTMENT OF
**HEALTH AND
HUMAN SERVICES**
Division of Public Health

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Laboratory of Public Health

Checklist for VHF Specimen Collection and Shipment

COMMUNICATIONS:

- ☐ 1. ***Prior approval for testing is required before collecting specimens.** * Contact **Communicable Disease Branch 24/7 (919-733-3419)** to determine if testing is warranted and discuss control measures.
- ☐ 2. If testing is approved, contact **NCSLPH-Bioterrorism and Emerging Pathogens (BTEP) Unit 24/7 (919-807-8600)** to discuss specimen collection, submission forms, packing/shipping requirements, transport, and communication.

SPECIMEN COLLECTION:

- ☐ 3. Collect two (2) plastic EDTA tubes with 4 ml of whole blood in each. For pediatric specimens, collect two (2) plastic EDTA tubes with 1-2 ml of whole blood in each. **Glass tubes will not be accepted.**
- ☐ 4. Label specimens with patient first and last name and a second identifier such as date of birth or MR# as well as collection date and time.

SUBMISSION FORMS:

- ☐ 5. Complete the required submission form referenced below in its entirety, confirming the identifiers on the tube match the information on the submission form.
 - [NCSLPH-BTEP Submission Form](#)

PACKING/SHIPPING:

- ✓ You must be trained and certified in the packing and shipping of hazardous materials in order to package/transport Category A infectious substances. You must use UN Certified packaging for Category A infectious substances, to include triple layer packaging.

Primary container must be leak-proof, sealed, surrounded by absorbent material, and cushioned. The purple-top tube is considered the primary container.

NC DEPARTMENT OF HEALTH AND HUMAN SERVICES • DIVISION OF PUBLIC HEALTH • STATE LABORATORY OF PUBLIC HEALTH

LOCATION: 4312 District Drive, Raleigh, NC 27607

MAILING ADDRESS: 1918 Mail Service Center, Raleigh, NC 27699-1918

www.ncdhhs.gov • http://publichealth.nc.gov • https://slph.dph.ncdhhs.gov/ • TEL: 919-733-7834 • FAX: 919-733-8695

AN EQUAL OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER

Secondary container must be leak-proof, sealed, contain absorbent material, and labeled with a Biohazard label.

Outer container must be a UN Certified rigid container labeled with the Infectious Substance label, proper shipping name UN 2814 "Infectious Substance, Affecting Humans", shipper name and address, name and 24/7 phone # of responsible person with knowledge of contents and emergency response information, and destination name and address with 24/7 phone #.

- ☐ 6. Seal each of 2 plastic purple top EDTA tubes separately with parafilm or clear tape.
- ☐ 7. Wrap sealed tubes separately with absorbent material and place in separate biohazard ziploc bags.
- ☐ 8. Wrap each sealed biohazard ziploc bag with bubble wrap and place into secondary container.
- ☐ 9. Place frozen cold pack inside a sealed ziploc bag and place inside the secondary container.
- ☐ 10. Place the secondary container inside the insulated outer container.
- ☐ 11. Place the 2 completed submission forms between the secondary and insulated outer container.
- ☐ 12. Ensure the outer container contains enough packing material to prevent secondary container from moving around.
- ☐ 13. **DO NOT label outer container with the agent name.**
- ☐ 14. Label outside container with shipper name and address, as well as name and 24/7 phone # of responsible person who is aware of contents and emergency response information.
- ☐ 15. Label outside container with destination name and address with 24/7 phone # (919-807-8600).

Address all specimens being tested by the BTEP Unit as follows:

**ATTENTION: Bioterrorism and Emerging Pathogens Unit
North Carolina State Laboratory of Public Health
4312 District Drive
Raleigh, NC 27607-5490
919-807-8600**

- ☐ 16. Complete a Shippers Declaration as required for ALL Category A packages using FX18 compliant software. Example of where a Shippers Declaration can be created: <https://apps.saftpak.com/>

TRANSPORT:

- ☐ 17. Notify the NCSLPH BTEP Duty Phone (919-807-8600) when the package is ready for pickup. NCSLPH BTEP Unit will arrange for transport via commercial courier. Shipment of specimen will be discussed during consult with the NCSLPH BTEP Unit.

*****DO NOT send Category A packages through DOA Medical Courier system.*****

- ☐ 18. Notify the NCSLPH BTEP Duty Phone (919-807-8600) when specimen has been picked up by courier.