

Specimen Handling and Packing Procedures for NHP and Human Samples

1. Follow NHP sample collection instructions provided by NIH B Virus Resource Laboratory (Sample Collection and Handling).

Blood

- a. Collect 5-7 ml of blood in a red top or serum separator tube
- b. Allow 15 minutes for clot to form.
- c. Centrifuge sample to separate serum from clot.
- d. Properly label a 2 ml plastic storage tube with Animal ID and serum collection date.
- e. Transfer 0.5-2.0 ml of serum to the storage tube.
- f. Store at -20 degree C (or less) until shipped.

Swabs

- g. Properly label sample tubes with Animal ID, swab collection date, and swab site.
- h. Swab each collection site with a separate sterile Dacron or cotton swab. Swab shafts must be wooden or plastic.
- i. Place each swab into separate sample tubes containing 1-2 ml of viral transport media.
- j. Store in dry ice or at -60 degree C (or less) until shipped.

2. Once NHP serum is separated, store in CLAC lab freezer (LB015) until shipped.
3. Deliver NHP swab samples to Employee Health Services. Ask for swab samples to be stored in the -60 degree C freezer until shipped (**Note: EHS closes at 5pm**).
4. Lab Medicine will collect and store the human serum and swab samples. The patient is to deliver his or her own samples to the Special Microbiology Section of the lab.
5. Ask Norma or Debbie in the main office to prepare a PO number.
6. After the PO number has been received, pack the box for shipping. It is our responsibility to retrieve the human samples from Lab Medicine.
 - a. Go to the Core Lab on the 2nd floor of the hospital. Ask the person at the desk that you are to retrieve the samples from the patient who was exposed.
Feliciano Dias is the supervisor of the lab. If you have problems retrieving the samples, ask the desk person to call the UCHC operator and have them call Dr. Trape directly on her cell phone (**Note: do not retrieve human samples unless you are immediately ready to pack the box**).
 - b. Call EHS at X8005 and ask for the nurses (Marlene or Susan) or Sandra Barnosky, APN (X3744) or Dr. Trapé (X4564) for retrieving the NHP swabs which are going to be stored in the EHS freezer at the Academic Building (ECC 146). Give EHS staff enough time to retrieve the swabs as their offices are not in the same building where the freezer is located.
7. Upon retrieving the samples from Lab Medicine, use the STP 320 shipping container stored in the CLAC lab (LB015) to pack both the NHP and human samples.
 - a. Place the human samples and NHP samples in separate plastic biohazard bags (STP 710 secondary container). Put 1 absorbent paper in each bag. Seal both bags, making sure to have the absorbent paper in each bag (**Note: do not ship glass tubes, only plastic**).
 - b. Place both bags in STP 111 inner box, and place inner box in the designated receptacle in the polystyrene cooler.
 - c. Place as many ice packs that will fit around the inner box as possible.
 - d. Tape all paperwork to the top of polystyrene cooler, and tape the outer box.
 - e. Affix all necessary labels (UN 3373 and shipping labels) on the outside of the outer box.

- f. Bring box down to shipping and receiving. Ask the clerk for a FedEx airway bill and fill it out. In the Description box of the airway bill, write "Diagnostic Specimens, UN 3373. Fill out the rest of the airway bill accordingly.
- g. **MAKE SURE** they place the box in their refrigerator until it is picked up. Also, make sure you have a copy of the airway bill.
- h. Call NIH B Virus Resource Laboratory to let them know they will receive the package the next day. Provide them with the tracking number on the airway bill. If you are shipping out on a Friday, make sure you label the box and airway bill appropriately for Saturday Delivery.