

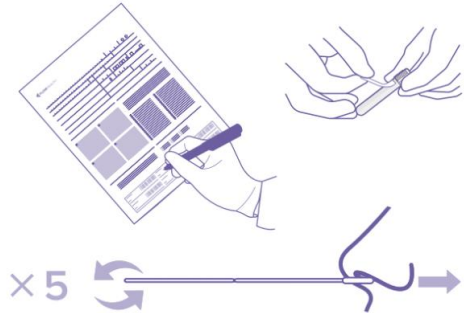


**SUPPLIES:** You will need the following:

- (1) Transport Tube
- (1) Nasal Swab
- (1) Specimen Bag
- \* (1) FedEx® Clinical Pak
- \* (1) FedEx® Shipping Label

**STEP 1: LABEL SPECIMEN TUBES**

- Properly fill out the requisition form. Making sure to complete ALL FIELDS, including the signatures. Write patients full legal name on sticker label at the bottom of the requisition form. Peel and place on the RPP specimen tube.
- Improperly labeled tubes will not be processed/rejected.



**STEP 2: COLLECTING SPECIMEN**

- Insert swab into one nostril straight back (not upwards) and horizontally to the nasopharynx up to the measured distance on the swab handle.
- Rotate the swab up to 5 times and hold in place for 5-10 seconds to collect sample material.

**STEP 3: SEALING THE TUBES**

- Remove swab and insert into a vial containing 1-3 ml of viral transport media.
- Break the swab handle at the scored breakpoint line.

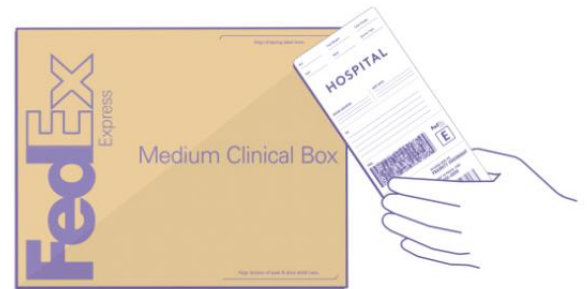
**STEP 4: PREPARING THE SAMPLES**

- Verify that the samples tube has been sealed tightly and is properly labeled.
- Make sure that the samples are accompanied by the requisition form that goes with them (exception: Orders placed electronically).
- Any sample received without paperwork will not be tested (exception: Orders placed electronically).
- Specimen Stability: Room Temp: 24 hrs  
Refrigerated (2-8°C): 3 days  
Frozen (-20°C): 30 days



**STEP 5: PACKING THE SPECIMEN BAG**

- Place the sample tube in the specimen bag and close the bag.
- Place the PROPERLY FILLED-OUT requisition form, patient demographic sheet, photocopy of the patients ID Card-Driver's License, front and back copies of the patients insurance card into the document pouch within the biohazard bag (exception: Orders placed electronically).



**\*STEP 6: PACKAGING THE FEDEX CLINICAL PAK AND BOX**

- Put all the samples in their bags into the FedEx® Clinical Pak. Seal.
- Put the FedEx® Clinical Pak and the requests into the FedEx® box, Seal the box.
- Place the FedEx® shipping label on the box.
- When shipping multiple boxes from the same location, please ensure that the requisition forms are in the specimen bags with their samples (exception: orders placed electronically).
- The package will be picked up during the time window provided on your account form.

\* For specimens that are not being delivered by a courier.

Specimens transported should be maintained at the temperature indicated in the test requirements. Although VTM can maintain organisms for long periods of time at room temperature, it is recommended that specimens should be refrigerated at 2-8 °C or kept on ice packs while in transit.