

***Bordetella pertussis* PCR and BACTERIAL CULTURE Testing at DCLS Specimen Collection Instructions**

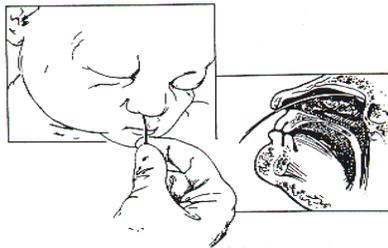
COLLECTION KIT CONTENTS: (Order by calling 804-648-4480 ext. 104. Delivery takes 1 to 2 business days.)

- 2 calcium alginate swabs in a paper sleeve for bacterial culture
- 2 rayon swabs with blue cap for PCR
- 1 Regan-Lowe Transport Medium (**Store at 4°C prior to use**)
- 1 Request/Report Form
- 1 DCLS address label

Be sure to check the expiration date on the Regan-Lowe Transport Medium. If media is expired, **DISCARD TUBES**. Requests for fresh media should be made one week prior to expiration to assure availability of in-date media for specimen collection. Media may be ordered by calling 804-648-4480 ext. 104. Delivery takes 1 to 2 business days when kit requests are received prior to 3:00 PM.

INSTRUCTIONS FOR COLLECTION OF SPECIMENS:

1. Refer to the diagram below for the insertion of swabs into posterior nasopharynx.
2. Simultaneously insert **one calcium alginate** and **one rayon swab** into the **posterior nasopharynx** of the right nare and rotate gently. **Contact time should be 15-30 seconds or until the patient coughs.**



3. Return the rayon swab with the **blue cap** to the original plastic tube.
4. Write the patient name and "**right**" on the plastic tube.
5. Insert the **calcium alginate swab** into the Regan-Lowe Transport Medium; fold the excess shaft of the swab into the tube then recap the tube.
6. Repeat steps 1-2 for the left nare.
7. Return the rayon swab with the **blue cap** to the original plastic tube.
8. Write the patient name and "**left**" on the plastic tube.
9. Insert the **calcium alginate swab** into the same Regan-Lowe Transport Medium along with the swab from the right nare; fold the excess shaft of the swab into the tube then recap the tube.
IF ONLY ONE SWAB CAN BE INSERTED INTO EACH NARE:
 - a. **Insert one rayon swab with blue cap into one nare**, rotate gently (contact time should be 15-30 seconds or until the patient coughs), then return the swab to the original plastic tube.
 - b. **Insert one calcium alginate swab into the second nare**, rotate gently (contact time should be 15-30 seconds or until the patient coughs), then insert the swab into the Regan-Lowe Transport Medium and recap.
 - c. Label tubes with patient name and right or left nare as appropriate.
10. Store swabs and Regan-Lowe Transport Medium at room temperature if specimens are to be shipped to DCLS within 24 hours. If specimens cannot be shipped within 24 hours (i.e., due to weekend or holiday), specimens should be kept refrigerated until shipped.
11. Fill in the Request/Report Form completely:
 - a. **The results will only be called to the submitter listed on the form. Be sure the telephone number on the form is the number of the SUBMITTER. Submission of Attending Physician or Patient phone numbers should be avoided!!!!** VDH Division of Immunization will be notified of all positive results for investigation purposes.
 - b. **Include the clinical description, date of onset, antibiotics administered and dates antibiotics administered.**

See DCLS Packaging and Shipping Instructions and DCLS Submission and Reporting Guidelines

***Bordetella pertussis* PCR and BACTERIAL CULTURE Testing at DCLS**
Packaging and Shipping Instructions
(See also Submission and Reporting Guidelines)

DCLS Courier Shipping Guidelines

1. Ship specimens at room temperature (**protect from temperature extremes**).
2. Place collected specimens in a clear plastic zip locked specimen bag (Return package should include the following for **EACH PATIENT**: two rayon swabs with blue caps, one tube of Regan-Lowe Transport Medium containing two inserted calcium alginate swabs, and the completed *Bordetella pertussis* Request/Report form).
3. Place the bag containing the specimens in a box or cooler addressed to DCLS and send via the statewide courier for next day delivery. (**DCLS address label is provided in the kit.**)
4. Place the container in the DCLS courier pick-up site at your facility.
5. Specimens arriving prior to 9:00 AM Monday through Friday (excluding holidays) will be processed that business day and results are typically available the same day.
6. Testing sites outside of the statewide courier system must follow the FedEx shipping guidelines below.

FedEX Pre-paid Shipping Guidelines

(To be used by facilities without access to the DCLS courier)

**When shipping more than 3 specimens contact the PCR Laboratory, IN ADVANCE, to obtain special instructions.
DCLS PCR Laboratory 804-648-4480 ext.292**

1. **SHIPPING KITS may be ordered by calling 804-648-4480 ext. 104. Delivery takes 1 to 2 business days.**
Note: A limited number of kits may be ordered, with each request, by approved facilities not directly associated with the health department.
SHIPPING KIT CONTENTS:
 - 1 6"x 9" Inmark ambient shipping box
 - 1 plastic shipping container w/ red cap (for shipment of Regan-Lowe Media)
 - 1 FedEx return shipping label (to be affixed to the box)
2. **Schedule FedEx pick-up service by calling 800-463-3339.** Say "Customer rep" after the voice asks "How may I help you?" Answer "yes" when asked if you are "calling to ship a package?" This will put you in contact with a live person. Ask to "schedule a pick-up with a billable stamp." Then just give the appropriate info to the customer rep and the pick-up will be arranged.
3. Up to 3 patient specimens may be shipped in each Inmark ambient shipping box.
IMPORTANT: Please verify that each tube has been clearly labeled with patient name and date of collection prior to packaging specimens for shipment to DCLS.
4. Ship specimens at room temperature (**protect from temperature extremes**).
5. Wrap the Regan-Lowe Transport Medium tubes in the bubble wrap provided so that contact between tubes is prevented. Place the wrapped tubes in the plastic shipping container.
6. Place rayon swabs with blue caps in a clear plastic zip locked specimen bag. Up to three bags can be inserted into each shipping box in the empty round space (swabs need to stand at an angle NOT STRAIGHT UP in order to fit.)
7. Fold the Request/Report forms and insert into the empty rectangular space in the box.
8. Complete the Itemized Package Contents Listing attached to the inside of flap 3.
9. Close the flaps on the box in the proper order 1, 2, 3. Remove the adhesive strip cover on flap 3 then fold down flap 4. (Tape may be used to close flap 4 before the FedEx label is placed on the box.)
10. Fill out the FedEx return label completely with the submitter's name, address and phone number in the "From" section. This label should be affixed to flap 4.
11. Retain the Sender's copy of the FedEx shipping label (orange portion) for your records. Use the FedEx tracking number to track the shipment if necessary.
12. Specimens should arrive at DCLS by 12:00 PM the next business day. Specimens arriving by 12:00 PM Monday through Friday (excluding holidays) will be reported in 1-2 business days.

IMPORTANT:

- **Only the FedEx and the UN3373 labels may be placed on the outside of the box!**
- **No other labels or stickers allowed!**
- **Submitters MUST INSERT their phone number including area code on the return label in case FedEx has questions regarding the package or shipment.**
- **The shipping kits and FedEx labels may only be used for delivery of *Bordetella pertussis* specimens to DCLS.**
- **FedEx shipments CANNOT be sent to DCLS on Fridays or Saturdays.**
- **DCLS MUST be notified in advance when specimens are mailed using the FedEx shippers (804-648-4480 ext 292).**