COVID-19 Packaging & Shipping Using Kit 51

Prevent Disease – Promote Wellness – Improve Quality of Life

COVID-19 Kit 51 Components

- After kit receipt
  - Take ice pack out and place in freezer
  - Viral transport media can be stored at room temp. or refrigerated

Note: It’s acceptable to keep kit at room temp except ice pack (freezer) until used

Note: You do not need the "kit". Just be sure to use the correct swabs, viral transport media and forms. And pack on ice for shipment.
**NP/OP Collection**

- Use only synthetic fiber swabs with plastic shafts.
  - Do not use calcium alginate swabs or swabs with wooden shafts, as they may contain substances that inactivate some viruses and inhibit PCR testing.

- **Nasopharyngeal swab**: Insert a swab into the nostril parallel to the palate. Leave the swab in place for a few seconds to absorb secretions.

- **Oropharyngeal swab (e.g., throat swab)**: Swab the posterior pharynx, avoiding the tongue.

- After collection, place swabs immediately into sterile tubes containing 2-3 ml of viral transport media (i.e. VTM, M4).
  - NP and OP specimens may be kept in separate vials or **combined into a single vial**.

**Packaging VTM Specimens**

- **Acceptable Specimens**
  - NP Swabs & OP Swabs

- **Packaging**
  - Label **each tube** with: Patient name, Date of Birth, & Source i.e. NP/OP
  - **NOTE**: NP & OP swabs can **both** be placed in same VTM tube
  - Place VTM tube (tighten cap) in plastic bag with absorbent material square
  - Place sample(s) in 95kPa bag
Sputum Collection

- Have the patient rinse the mouth with water
- Next have patient expectorate **deep cough** sputum directly into a sterile, leak-proof, screw-cap sputum collection cup or sterile dry container.
  - Note: Sub-optimal samples will be rejected (if not from deep cough collection)
- Sputum (sputum can be collected in a variety of sterile containers
  - Sterile urine cup or 50ml conical tube
  - Note: Collection containers **not** provided in kit.

Packaging Sputum Specimens

- **Acceptable Specimens**
  - **Sputum**
- **Packaging**
  - **Label container with:**
  - Patient name, Date of Birth, & Source i.e. Sputum
  - Place sputum container inside the 95kPa bag with absorbent material square & VTM tubes.
Bronchoalveolar Lavage or Tracheal Aspirate

- Collect 2-3 mL of sample into a sterile, leak-proof, screw-cap sterile collection cup or sterile dry container.
- Package the same way as you would a sputum sample.

Complete State of Michigan Test Req Form DCH-0583

- Select “Other” in the “Tests that require MDHHS approval” section of the form and write in COVID-19
- Include PUI number in section 8 on back of form.

Contact the health department in the patient’s county of residence to obtain the PUI number.
Complete all areas highlighted on the top portion of the form.

Indicate source in highlighted area.
Check “Other” Box and write in: COVID-19.
Packaging samples cont.

Place **frozen** ice pack inside styrofoam insert within the box

Place 95kPa bag with samples on top of frozen ice pack in box

Packaging samples cont.

- Place styrofoam lid on top
- Place completed State of Michigan Laboratory Test Requisition on top of styrofoam lid
Shipping Options

- Courier transport to BOL
  - Use Address label in kit # 51 with address:
    3350 North Martin Luther King Jr. Blvd., Lansing

- UPS (if courier is unavailable) **Monday-Thursday only**
  - Use UPS label included in kit # 51 with address:
    927 Terminal Rd (our warehouse address)

- UPS (if courier is unavailable) **Friday only**
  - Call the lab to have Friday overnight UPS label faxed to you
  - Contact (517) 335-8059

- **Weekend Delivery:** Use your facility courier or refrigerate sample for Monday delivery
  
  *Urgent requests call: Dr. Riner at (517) 230-7828*

Shipping with Courier-Outer Box

- Close box and tape with packing tape.
- **Place** address label on top of sealed box
  - Fill in your name and facility address on label
- **Place** UN3373 Category B label on side of outer box
- **Write** full name and phone number with area code of Responsible Person from your facility on Top of box
- **Place** “refrigerate” yellow label on box
UPS Shipping-Monday-Friday ONLY

- Close box and tape with packing tape.
- Place UPS label on top of sealed box
- Place UN3373 Category B label on side of outer box
- Write full name and phone number with area code of Responsible Person from your facility on top of box
- Place “refrigerate” yellow label on box

Questions?

For questions regarding COVID-19 testing, contact:
Dr. Diana Riner
Virology Section Manager, MDHHS Bureau of Laboratories
rinerd@michigan.gov 517-335-8099

For questions for COVID-19 packaging:
Shannon Sharp
Bioterrorism Training Coordinator, MDHHS Bureau of Laboratories
sharps1@michigan.gov Office: 517-335-9653; cell (517) 331-7356

Matt Bashore
Supervisor DASH Unit, MDHHS Bureau of Laboratories
bashorem@michigan.gov Office: 517-335-8059; Cell: 517-648-9804