

I 05.04.04.MV – INSTRUCTIONS FOR PRIMARY SAMPLING

Specimen Collection and Transport

1. The sample must be collected under aseptic conditions and be delivered to the Department in the same day.
2. All specimens should be securely capped and transported in a padded envelope with the Institute's address. It can be delivered either personally by a relative directly to the laboratory or sent via a courier such as AKIS express. Governmental samples are delivered to the laboratory by the institute's courier.
3. A service form must be filled for each patient providing as many details as possible. In the event that clinical details are missing or absent from the service form then the laboratory should notify the physician and get all the information needed for the completion of the test.
4. The Department will not accept specimens which are commingled, inappropriate specimen type or submitted in the wrong anticoagulant.
5. The Department will not accept specimens which are mislabelled or not labelled at all. Under no circumstances should information on specimens or labels be altered unless otherwise instructed by the referring physician.
6. The Department monitors the transportation of samples to their laboratory such that they are transported:
 - 6.1. within a time frame appropriate to the nature of the requested examinations and the laboratory discipline concerned
 - 6.2. within a temperature interval specified in the primary sample collection manual and with the designed preservatives to ensure the integrity of samples
 - 6.3. in a manner that ensures safety for the carrier, the general public and the receiving laboratory, in compliance with the national, regional or local regulatory requirements.
7. If samples cannot be send to the institute the same day, they should be stored at 4°C immediately after sample taking and send the next day at the earliest opportunity
8. After samples have been transferred to appropriately labelled storage tubes they are disposed of according to CING policy of biological waste disposal

Specimens and transport

Method	Material	Transport
Serology	Whole blood (serum), CSF	Immediate transport to laboratory preferably at 4°C
DNA-PCR	Whole blood (serum), EDTA-blood, CSF, Biopsies, urine, stool, nasopharyngeal swabs, tracheal swabs, eye swabs, skin swabs, BAL, amniotic fluid	Immediate transport to laboratory preferably at 4°C
RNA-(RT)-PCR	Whole blood (serum), EDTA-blood, CSF, Biopsies, urine, stool, nasopharyngeal swabs, BAL	Immediate transport to laboratory preferably at 4°C

Specimen collection

CSF	Approximately 1-2 ml in a sterile tube. Store at 4-8°C.
Amniotic Fluid (AF)	One volume of 2 ml of fluid. Store at 4-8°C.
Whole blood (serum)	5ml blood collected in tube with clot activator (red cap)
EDTA - blood	3 ml blood collected in a tube containing anticoagulant K3 EDTA (purple cap). Store at 4-8°C.
Tissue sampling (biopsy)	A piece of tissue transported in a sterile l tube containing 0.2 – 0.5 ml of normal saline as transport medium. The tissue should be taken from a region with the least amount of fatty deposits. Store at 4-8°C.
Stools or rectal samples	Approximately 1ml. Transport the material in an appropriate leak-proof container. Store at 4-8°C
Urine	Approximately 5ml of urine in a sterile tube. Store at 4-8°C.
Swab	Store at 4-8°C.
BAL	Universal transport medium for viruses.
Cervical/vulvar wash	10-15 ml of normal saline wash transported in a sterile tube.