



**STATE OF WEST VIRGINIA
DEPARTMENT OF HEALTH AND HUMAN RESOURCES**

**Joe Manchin III
Governor**

**Instructions for collection of nasopharyngeal swab specimens for the detection of respiratory viruses,
(parainfluenza 1, 2, and 3, influenza A&B, adenovirus, and RSV.)**

Proper specimen collection is one of the most important factors in successful virus recovery. Specimens should be collected as soon after onset of symptoms as possible. Collect specimens for cell culture using the following protocol:

Note: Store refrigerant packs in the freezer until shipment.

Keep specimen refrigerated (1-4°C) but do **NOT** freeze specimen.

1. Use only the small sterile nasopharyngeal Dacron polyester swabs provided, with aluminum shafts. (Do **NOT** use wood shaft or calcium alginate swabs, as they may be inhibitory to viruses.)
2. Collect respiratory epithelial cells from the pharynx of acute phase patients: Gently insert a sterile nasopharyngeal swab into one or both anterior nares to the posterior pharynx membrane cells. Turn swab to collect epithelial cells and withdraw.
3. Place swab(s) from each patient in a separate vial of viral transport medium provided.
4. Break or clip swab shaft to permit closure of vial with cap.
5. Close vial screw cap securely to avoid leakage.
6. Write patient name and collection date on tubes.
7. Store the specimens at 4°C until ready to pack for same day shipping.
8. Complete the information on the specimen requisition form.
9. When ready to ship, wrap tubes in bubble wrap, (up to four tubes may be shipped in one bag.) place tube(s) of transport media and one absorbent pad per two tubes in lighter weight, leak proof plastic bag and seal (follow sealing instructions on the bag). Place sealed bag in thicker bag and seal.
10. Put culture tube(s) in foam container. Place **frozen** cold pack in foam container also.
Specimens must be processed by the lab within 48 – 72 hours after collection to recover viable virus.
11. Close lid of foam mailer, place specimen requisition form on top sealed foam container. Loosely fold over plastic liner bag.
12. Close flaps and seal box. (Please see reverse side of paper.)
13. Affix enclosed UPS label to save on your delivery charges.
The RS (return service) label will be scanned by the driver and charged to OLS.
Any UPS driver will accept a RS labeled package.
You can give this box to your UPS delivery person, or arrange for it to be taken to a nearby business serviced by UPS.
If you call for pickup, the charge more than doubles.
You may use any other mail delivery services if you have no UPS access. They must be able to get the package here within three days of collection. You may be reimbursed for postage by submitting a postal receipt.
14. Send specimens to arrive at OLS **Monday through Friday**. Avoid mailing on Friday because the specimen will be compromised.
15. Please call the virology unit (ext. 2403) if you have any questions.

BUEREAU FOR PUBLIC HEALTH
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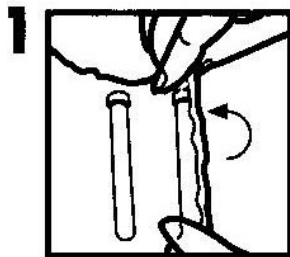
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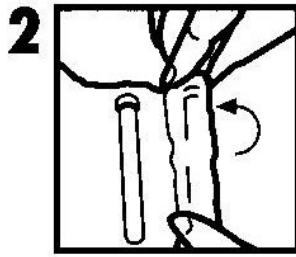
This package is specifically designed to transport diagnostic specimens. It MAY NOT transport a liquid amount in excess of 120 mL per outer bag.

ASSEMBLY INSTRUCTIONS

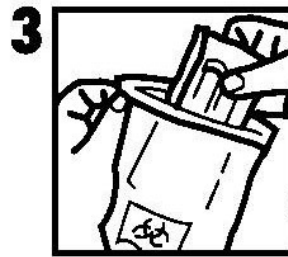
IMPORTANT - READ OTHER SIDE FIRST



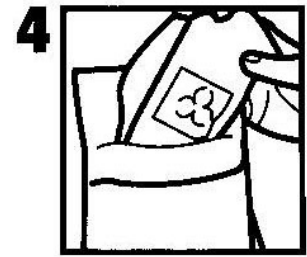
1
Wrap each vial with absorbent material in bubble wrap separately.



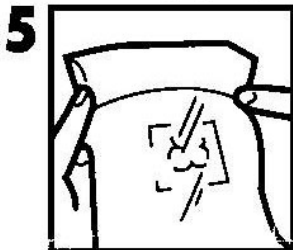
2
Continue until all vials are wrapped.



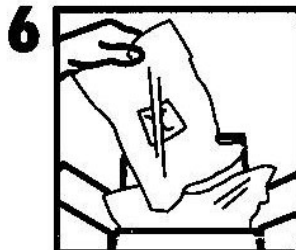
3
Insert wrapped vials in Biohazard Bag and seal. Up to 4 vials may be shipped in one bag.



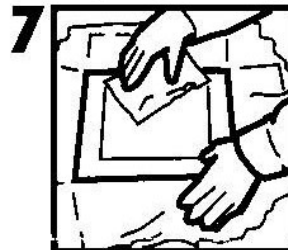
4
Insert sealed bag into thicker outer bag.



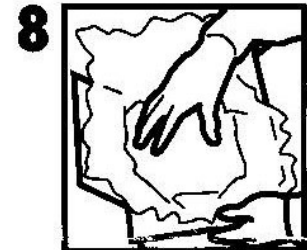
5
Seal outer bag fully (Repeat 1-4 for each additional set of vials).



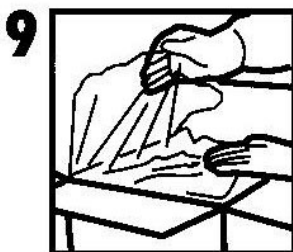
6
Place sealed bag(s) in foam container.



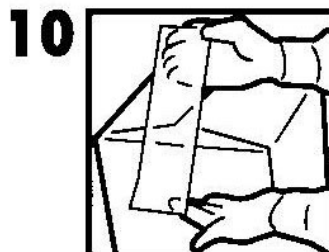
7
Fit frozen ice packs inside the foam container.



8
Replace top EPS foam.



9
Place any paperwork on top of sealed container. Loosely fold over plastic liner bag.



10
Close box. Fully seal top and side seams with tape.

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