

CRO Colonization Sampling and Shipping Instructions

Wadsworth Center – NYS DOH

Bacteriology Laboratory



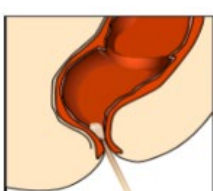

Contact Information

Liz Nazarian 518-474-5109

Sampling and Shipping Materials Included

- 1) **Cepheid Rectal Swab Collection Device (Liquid Stuart Swabs 900-0370)**
- 2) **Individual or Multi-Swab Transport bag:** Transport bag to contain swab during shipping.
- 3) **Specimen Transport Bag:** Leakproof polybag (STP-711) with absorbent material used in combination with Tyvek envelope (STP-710) equals pressure tested secondary container (95 kPa)
- 4) **Category B Shipping Box and Labels:** Shipping Box with Category B label for specimen transport.
- 5) **FedEx Label:** Return FedEx label for shipping (if not included in the package, will be provided through email upon request. Email ARLNCORENY@health.ny.gov or elizabeth.nazarian@health.ny.gov)
- 6) **CRO Colonization Screening Requisition:** NYS Infectious Disease Requisition is provided by email upon approval of colonization testing and is also included in the materials provided. Email ARLNCORENY@health.ny.gov or elizabeth.nazarian@health.ny.gov

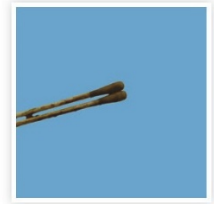
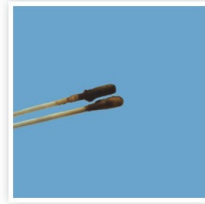
Rectal Swab Sampling Instructions

1 Use Cepheid Collection Device #900-0370 to collect the specimen.		3 Place the swab pair back into the original transport tube.	
2 Carefully insert both swab tips approximately 1 cm beyond the anal sphincter and rotate gently.		4 Swabs in the transport tube can be stored at 15-28°C for up to five days.	

Acceptable Swabs for Testing



Acceptable Swabs



Unacceptable Swabs

- 1) Utilize the appropriate personal protective equipment when collecting specimens.
- 2) Aseptically open the Cepheid collection device and remove both swabs from the packaging.
- 3) Collect the specimen from the patient, by carefully inserting both swab tips approximately 1 cm beyond the anal sphincter and rotate gently.
- 4) Remove the sealed cap from the Cepheid collection device transport tube by rotating to break the seal, lift off, and discard the cap. Place the swab pair into the transport tube and secure tightly.
- 5) Include patient information on the Cepheid collection device transport tube label or apply patient identification label (2 unique identifiers).
- 6) Insure 2 unique patient identifiers are listed on both the Cepheid collection device transport tube and the sample submission form.**
- 7) Include the collection date on both the Cepheid collection device transport tube and the sample submission form.**
- 8) Swabs may be stored in the transport tube at 15–28 °C.
- 9) Ship swab within 1 day of collection. Testing must be performed within 5 days of collection.

New York State Department of Health
Wadsworth Center
Empire State Plaza
PO Box 509, Albany, NY 12201-0509

Infectious Diseases Requisition

NYS Accession Number _____

Date received ____ / ____ / ____

Shipping address: www.wadsworth.org/wcinfo.htm

Telephone: (518) 474-4177

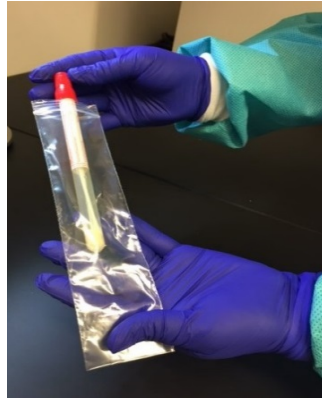
Patient Demographics				*denotes required information
Last Name *	First Name *	MI	DOB * / /	Sex <input type="checkbox"/> Male <input type="checkbox"/> Female
Street Address	City	State	Zip Code	
NYS County of Residence *	NYS DOH Outbreak Number	CDESS Case Number	Submitter's Reference Number	
Submitter (Laboratory report will be sent to)				*denotes required information
Name and Address *		Laboratory PFI _____		
Name	Address		Contact Person	
City	State	Zip	Telephone Number (____) _____ - _____ ext. _____	
Specimen Information				*denotes required information
Specimen is: <input type="checkbox"/> Isolate <input checked="" type="checkbox"/> Primary Specimen <input type="checkbox"/> Autopsy Specimen			Collection Date * ____ / ____ / ____ MM DD YYYY	
Source / Specimen Type * Rectal Swab			Time Collected (if applicable for test) ____ : ____ : ____ (HH:MM)	

Rejection Criteria

- 1) Incorrect swab
 - Swabs must be made by Copan (**Cepheid Rectal Swab Collection Device (Liquid Stuart Swabs 900-0370)**)
- 2) Specimen is unlabeled or insufficiently labeled
- 3) Primary or secondary receptacle is leaking, cracked, or otherwise unsafe for handling
- 4) Failure to comply with shipping instructions
- 5) Unauthorized specimens that are sent without prior approval from the jurisdictional state HAI Epidemiologists and the Wadsworth Center Regional Laboratory.

A. Packaging and Shipping Instructions

- 1) Place one Cepheid collection device transport tube into an individual transport bag and seal. Multiple swabs can be placed in the perforated multi-swab transport bag (See Multi-swab packaging instructions in Section B). Place **one swab per single transport bag**.



- 2) Insert sealed plastic transport bag and absorbent material into leakproof Polybag (STP-711) with biohazard label.

Maximum of 3 swabs
per leakproof
polybag (STP-711)

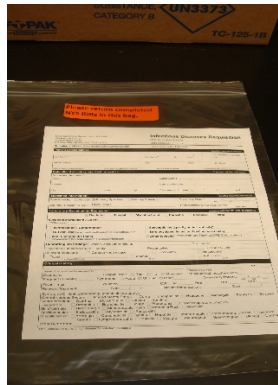


- 3) Insert sealed leakproof polybag (STP-711) into Tyvek envelope (STP-710). When combined, the polybag and envelope equal the required pressure tested secondary specimen transport bag (95 kPa). Remove adhesive backing from Tyvek envelope. Fold to seal pressing from center working outward to seal and close.

**** DO NOT PLACE PAPERWORK IN TYVEK ENVELOPE ****



- 4) Place completed requisition paperwork in the Ziploc plastic bag with label provided with the materials.



- 5) Place the sealed specimen transport bag and the completed requisition paperwork in the shipping box.



- 6) Close the fibreboard box (UN3373 Biological substance category B facing outward) and seal.

- 7) Place FedEx Label (provided) onto appropriate area on shipping box.

B. Multi-Swab Packaging Instructions

- 1) Collect the rectal swab specimens following the sampling instructions.
- 2) Place the rectal swabs in the 15-slot transport bag making sure there is only one swab per pocket.
- 3) Remove the white strip from the adhesive and fold to close. Press firmly to seal.
- 4) Insert the sealed 15-slot plastic transport bag and absorbent material into the large leakproof polybag (STP-741) with the biohazard label.
- 5) Place the leakproof polybag (STP-741) with biohazard label into the white TYVEK envelope (STP-740).
- 6) Remove the white strip from the adhesive on the envelope and fold to close. Press firmly to seal.
- 7) Place completed requisition paperwork in the Ziploc plastic bag with label provided with the materials.
- 8) Place the white TYVEK envelope and the bag of completed requisitions in the shipping box. Seal the box and apply the FedEx return label.

