

Vermont Department of Health Laboratory  
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**INSTRUCTIONS FOR COLLECTION AND PACKAGING OF ENDOCERVICAL SWABS, RECTAL SWABS, OROPHARYNGEAL SWABS, MALE URETHRAL SWABS, AND FEMALE AND MALE URINES FOR HOLOGIC GEN-PROBE'S APTIMA COMBO 2 AMPLIFIED ASSAY FOR THE DETECTION OF GONORRHEA AND CHLAMYDIA**

**VDHL KIT # 7**

PLEASE READ INSTRUCTIONS CAREFULLY BEFORE COLLECTING SPECIMEN

In order to comply with postal regulations and ensure the safety of laboratory personnel and those involved in the transport of specimens, and to maintain integrity of the sample, the VT Department of Health Laboratory (VDHL) will accept for testing only those specimens that are packaged according to the instructions below.

**THE LABORATORY WILL DECONTAMINATE AND DISCARD ANY SPECIMEN WHICH IS IMPROPERLY PACKAGED AND MAY PRESENT A RISK TO PERSONNEL.**

**The specimen may be rejected if:**

- \* Swab specimen is greater than 60 days old or urine transport tube specimen is greater than 30 days old
- \* Swab is not immersed in transport medium
- \* Incorrect swab used
- \* 2 swabs in the collection kit
- \* Liquid level not between indicator lines for urine specimens
- \* Urine submitted in sterile collection cup is greater than 24 hours old
- \* Specimen is leaking
- \* Transport medium has expired (see date on label)
- \* Patient names on kit and requisition do not match

**In cases of suspected child abuse, culture is the only recommended procedure for diagnosing gonorrheal or chlamydial infection (if necessary, please call for instructions on how to submit gonorrheal specimens for culture). The VDHL does not perform chlamydia culture.**

<p>The Swab Specimen Collection kit contains:</p> <ul style="list-style-type: none"><li>● White labeled transport tube with two swabs<ul style="list-style-type: none"><li>● White shaft endocervical cleaning swab</li><li>● Blue shaft collection swab</li></ul></li><li>● Zip-loc bag</li><li>● Padded envelope (Jiffy bag)</li><li>● "VDHL-Clinical Test Request" Form (Micro 220)</li><li>● Collection and Packaging Instructions (Micro 411)</li></ul>	<p>The Urine Specimen Collection kit contains:</p> <ul style="list-style-type: none"><li>● Yellow labeled transport tube with disposable pipette</li><li>● Zip-loc bag</li><li>● Padded envelope (Jiffy bag)</li><li>● "VDHL-Clinical Test Request" Form (Micro 220)</li><li>● Collection and Packaging Instructions (Micro 411)</li></ul>
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Kits can be stored at room temperature until needed.

Please note the expiration date of the transport medium, which is stamped on the label affixed to the transport tube. **DO NOT USE OUTDATED TRANSPORT MEDIUM.** Expired transport tubes may be discarded or returned to the Vermont Department of Health Laboratory.

**Instructions**

**Collection and Packaging of Specimens:**

1. **PRINT PATIENT NAME AND DATE OF COLLECTION ON LABELED PLASTIC TRANSPORT TUBE. Please do not use printed labels that obstruct viewing the black lines or expiration date, or that are larger than the tube itself.**

2. **Endocervical and Male Urethral Swab Specimens:**
  - a. Follow the written sampling instructions for collecting sample, which may be found on the back of the package containing the specimen collection kit.
  - b. Once the sample has been collected with the **blue** shaft specimen collection swab, remove the transport tube cap and insert the swab to the bottom of the transport tube.
  - c. Carefully break off the swab shaft at the score line. Replace the cap and close securely.
  - d. Place each tightly capped tube into an individual zip-loc bag and seal.
3. **Rectal Swabs (Using the blue shaft specimen collection swab only):**
  - a. Insert the **blue** shaft collection swab about 1 inch into the anus and turn for 5-10 seconds. If swab is grossly contaminated with fecal material, discard it and collect another specimen.
  - b. Remove the transport tube cap and insert the swab to the bottom of the transport tube.
  - c. Carefully break off the swab shaft at the score line. Replace the cap and close securely.
  - d. Place each tightly capped tube into an individual zip-loc bag and seal.
4. **Oropharyngeal Swabs (Using the blue shaft specimen collection swab only):**
  - a. Instruct patient to open mouth widely. With the **blue** shaft swab, make good contact with 5 key areas, both tonsillar pillars, uvula, and posterior pharynx walls on either side of uvula. Avoid touching the tongue, teeth, and gums.
  - b. Remove the transport tube cap and insert the swab to the bottom of the transport tube.
  - c. Carefully break off the swab shaft at the score line. Replace the cap and close securely.
  - d. Place each tightly capped tube into an individual zip-loc bag and seal.
5. **Urine specimens:**
  - a. Once the sample has been collected, remove the cap from the urine specimen transport tube and transfer 2mL of urine from the sterile collection cup into the urine specimen transport tube using the disposable pipette provided. The correct volume of urine has been added when the fluid level is between the black fill lines on the urine specimen transport tube.
  - b. Replace the cap and close securely.
  - c. Place each tightly capped tube into an individual zip-loc bag and seal.
6. Fill out the requisition form completely. **THE FOLLOWING INFORMATION IS REQUIRED TO ENSURE ACCURATE AND EFFICIENT PROCESSING OF THE SPECIMEN AND REPORTING OF TEST RESULTS.**
  - \* Name and address of health care provider
  - \* Patient's name and date of birth
  - \* Patient's gender
  - \* Date of specimen collection
  - \* Source of specimen (Endocervical, Rectal, Throat, Urethral, Urine, etc.)
7. Put the zip-loc bag containing the specimen into the padded envelope (Jiffy bag) with the requisition form. **DO NOT PLACE REQUISITION FORM INSIDE ZIP-LOC BAG WITH SPECIMEN OR STAPLE REQUISITION TO ZIP-LOC BAG.**
8. Staple or tape the padded envelope (Jiffy bag) shut.

#### **Shipment of Specimen:**

1. Swab specimens in the swab specimen transport tube may be stored and shipped to the VDHL by mail or courier at room temperature. [The swabs are stable for up to 60 days after date of collection at 2°C to 30°C.]
2. Urine specimens in the urine specimen transport tube may be stored and shipped to the VDHL by mail or courier at room temperature. [The urines in the specimen transport tube are stable for up to 30 days after date of collection at 2°C to 30°C.]

If you have any comments or questions regarding these instructions, please call one of the telephone numbers listed on the front of this form. Thank you.