

**Vermont Department of Health Laboratory (VDHL)**

**Physical: 359 South Park Dr, Colchester, VT 05446**

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**1-800-660-9997 (VT only) or 1-802-338-4724**

**INSTRUCTIONS FOR COLLECTION AND PACKAGING OF SEROLOGICAL SPECIMENS  
VDHL Kit 13 and/or 14**

**Kit #13 contents:**

- 1 Red Top or Tiger Top blood collection tube
- Metal inner container
- Cardboard outer container
- 1 VDHL Clinical Test Request Form (Micro 220)
- 1 collection/packaging instruction sheet (Micro 405)

**Kit #14 contents:**

- All of the above, except the blood collection tube

Kits can be stored at room temperature until needed.

**Collection of Specimen:**

1. Include patient name or ID#, date of birth and date of collection on the blood collection tube.
2. Aseptically collect approximately 7mL of blood into the collection tube, allow the blood to clot thoroughly and then centrifuge the tube to remove the serum from the clot. Gel separation tubes should be centrifuged within 2 hours after blood collection. A minimum of 1mL of serum is required for testing.
3. Fill out the VDHL Clinical Test Request form (Micro 220) completely including:
  - Specimen Type. (Note serum if the blood tube has clotted and been centrifuged).
  - Name, address and phone number of health care provider
  - Patient's ID # or name and date of birth
  - Date of specimen collection
  - Test requested
  - Medical Insurance information (if applicable)
4. Place the labeled tube into the metal container. Screw the cap on tightly. Fold the requisition form and wrap around the outside of the metal container. Do not wrap the form around the collection tube. Place the requisition form and metal container into the cardboard outer container. Screw the cap on tightly.
5. For required specimen storage and shipping temperature and required time from specimen date of collection to date of receipt at the VDHL, please refer to the table on the back of this form.

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 will accept for testing only those specimens that are packaged according to these instructions.

Test	Specimen Storage Temperature and Maximum Time for Receipt from Date of Collection
Francisella Ab	Cold: 4 hours from collection Frozen: > 4 hours from collection
Brucella Ab	Cold: 7 days Frozen: > 7 days
Hepatitis B Surface Ag	Cold: 8 days Frozen: > 8 days from collection
Hepatitis B Core Total Ab	Cold: 6 days Frozen: > 6 days from collection
Hepatitis B Surface Ab	Cold: 2 days Frozen: > 2 days from collection
Hepatitis C	Cold: 10 days Frozen: > 10 days from collection
HIV – Serum	RT: 2 days Cold: 7 days Frozen: > 7 days from collection
Measles IgG	RT: 8 hours Cold: 2 days Frozen: > 2 days from collection
Measles IgM	Cold: 2 days Frozen: > 2 days from collection
Mumps IgG	RT: 8 hours Cold: 2 days Frozen: > 2 days from collection
Rubella IgG	Cold: 8 days Frozen: > 8 days from collection
Rubella IgM	RT: 8 hours Cold: 2 days Frozen: > 2 days from collection
Syphilis – FTA	RT: 8 hours Cold: 2 days Frozen: > 2 days from collection
Syphilis – RPR	RT: 5 days Frozen: > 5 days from collection
Syphilis – VDRL	RT: 4 hours Cold: 5 days Frozen: > 5 days from collection
Varicella IgG	RT: 8 hours Cold: 2 days Frozen: > 2 days from collection
Zika IgM	RT: 8 hours Cold: 2 days Frozen: > 2 days from collection

RT: Room Temperature

Cold: 2-8°C

Frozen: ≤ -20°C