Vermont Department of Health Laboratory (VDHL)
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INSTRUCTIONS FOR COLLECTION AND PACKAGING OF SEROLOGICAL SPECIMENS
VDHL Kit 13 and/or 14

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 the instructions below.

Kits can be stored at room temperature until needed.

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)
- Collection instructions

Kit #14 contents:

- All the above, except the blood collection tube

Collection of Specimen:

1. Write two patient identifiers (ex. name and 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. Centrifuge 10 minutes at 1000 – 1300 g. Gel separation tubes should be centrifuged within 2 hours after blood collection.

3. Place the labeled tube into the metal container. Screw the cap on tightly. Do not wrap the form around the blood collection tube.

4. Fill out the VDHL Clinical Test Request form (Micro 220) completely. Fold the requisition form and wrap around the outside of the metal container. Place the requisition form and metal container into the cardboard outer container. Screw the cap on tightly.

Shipment of Specimens:

1. Ship specimens at the temperature designated on the table on page 2.

2. 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 specimens that are packaged according to the instructions as written.

3. All samples must be shipped in accordance with all applicable local, state and federal regulations.

Specimen Storage and Shipment

Test	Minimum volume required	Specimen Storage Temperature and Maximum Time for Receipt from Date of Collection
Brucella Ab	100 µL	Cold: 7 days Frozen: > 7 days
Hepatitis B Surface Ag	500 µL	Cold: 7 days Frozen: > 7 days from collection
Hepatitis B Core Total Ab	100 µL	Cold: 7 days Frozen: > 7 days from collection
Hepatitis B Core IgM	500 µL	Cold: 7 days Frozen: > 7 days from collection
Hepatitis B Surface Ab	100 µL	Cold: 7 days Frozen: > 7 days from collection
Hepatitis C	100 µL	Cold: 10 days Frozen: > 10 days from collection
HIV	200 µL	RT: 2 days Cold: 7 days Frozen: > 7 days from collection
Measles IgG	50 µL	RT: 8 hours Cold: 2 days Frozen: > 2 days from collection
Mumps IgG	50 µL	RT: 8 hours Cold: 2 days Frozen: > 2 days from collection
Rubella IgG	50 µL	Cold: 8 days Frozen: > 8 days from collection
Syphilis – FTA	200 µL	RT: 8 hours Cold: 2 days Frozen: > 2 days from collection
Syphilis – RPR	200 µL	RT: 5 days Frozen: > 5 days from collection
Varicella IgG	50 µL	RT: 8 hours Cold: 2 days Frozen: > 2 days from collection

RT: Room Temperature
Cold: 2-8°C
Frozen: ≤ -20°C

Specimen Rejection:

- Unacceptable specimen type
- Improper shipping temperature
- Leaked in transit
- Too old to test
- Missing two unique identifiers on the specimen. The specimen must have two of the following:
    - Patient name (first and last
    - Date of birth
    - Medical record number (MRN)
    - Submitter specimen number or ID
- Requisition/specimen patient mismatch
- No requisition form submitted with the specimen
- Blood received that has not been separated from the clot within 2 hours from the time of collection