

DCH-0812, INSTRUCTIONS FOR COLLECTION AND SUBMISSION OF SERUM

MICHIGAN DEPARTMENT OF HEALTH AND HUMAN SERVICES (MDHHS)

Bureau of Laboratories
(Revised 04-24)

Unit 8A

1. Verify the identity of the patient and label collection tube in the presence of the patient.
2. Collect and prepare the sample.
 - a. Use serum/clot tubes (without anticoagulant) to collect blood from a vein.
 - b. Allow the blood to clot by letting it set undisturbed at room temperature for 30 to 60 minutes.
 - c. Centrifuge the tube at 1,000g for 10 minutes.
3. Label no more than 1-2 vacutainer tubes **or** screw cap tubes with at least two unique patient identifiers.
 - a. **For all serum testing, one tube with ≥ 2 ml of serum is sufficient for testing.**
If ordering a combination of tests that may require NAT or viral load testing, (e.g., HCV, HIV), please include at least one additional tube of serum with ≥ 2 ml which will be sufficient for all combined tests.
Only one requisition form is needed for all testing requested for each patient.
 - b. Make sure each label has a complete patient name and at least 1 additional unique identifier (For example, date of birth, medical record number, etc.)
 - c. Additional screw cap or vacutainer tubes may be requested at mdhhsrab@michigan.gov.
4. Fill out the requisition form (MDHHS-6084) available at: www.michigan.gov/mdhhsrab
 - a. Fill the form out completely, and make sure all the information on the requisition form matches the information on the specimen tube(s).
 - b. Samples will not be tested if the form is not filled out in its entirety, or if the information does not match with the specimen tube.
5. Refrigerate if the sample(s) will not be shipped to MDHHS immediately:
 - a. **Samples that may require NAT or viral load testing (e.g., HCV, HIV) must be kept cold, or they may not be suitable for RNA NAT or viral load testing if indicated.**
 - b. Keep the sample in a 2°C - 8°C refrigerator.
 - c. Do not delay shipping longer than 3 days. If there is a delay of >3 days, freeze sample and send on dry ice if possible.
 - d. Do not allow the serum to freeze-thaw more than once.
6. Pack the sample for cold shipment.
 - a. Make sure the caps on each tube are completely tight. Seal with Parafilm M® if desired, but do not use tape.
 - b. Place each specimen tube into a small plastic bag to avoid cross-contamination with other specimens.
 - c. Place up to 10 individually bagged specimen tubes into the 95kPa specimen transport bag. Be sure to include the absorbent pad in the 95kPa bag. There must be sufficient absorbent material to absorb the entire volume of liquid. We provide enough material for 10 5-mL tubes (50 mL). If you put more than 10 tubes in one box, you must add more absorbent material.
 - d. Place the completed test requisition form into the pocket of the 95kPa bag.
 - e. Remove tape and fold over top of 95kPa bag, so that specimen tubes are secure inside.
 - f. Place the 95kPa bag into the insulated box provided.
 - g. Lay previously frozen cold packs (provided) over the specimen tubes. Do not use wet ice.

- h. Cover the insulated box and then place container into an outer cardboard shipping box.
- 7. Seal the outer cardboard box with tape and label it for shipping.
 - a. Complete the return address on the Biological Substance label and place it on the outer box.
 - b. Make sure the outer cardboard box is labeled "Refrigerate on arrival".
- 8. Ship the samples to MDHHS as quickly as possible.
 - a. For example, send by courier, UPS, USPS 1st class mail, etc.
 - b. It is your (the sender's) responsibility to be sure the box complies with packaging and shipping regulations.
- 9. The specimen will not be tested if:
 - a. The sample is leaking.
 - b. The sample was in the same bag as a leaking specimen.
 - c. The test requisition is not filled out in its entirety.
 - d. The 2 unique identifiers on the specimen tube do not match the requisition form.

The Michigan Department of Health and Human Services will not exclude from participation in, deny benefits of, or discriminate against any individual or group because of race, sex, religion, age, national origin, color, height, weight, marital status, partisan considerations, or a disability or genetic information that is unrelated to the person's eligibility.

AUTHORITY OF ACT 368, P.A. 1978