

Sentinel Flu Provider Instructions

Sentinel kits are prepared by DCLS and may be obtained from the Sample Kit Office at (804) 648-4480 x104.

SAMPLE COLLECTION KIT CONTENTS:

- Sentinel flu provider instructions (Qualtrax ID # 16860)
- Saf-T-Pak Packing Instructions (STP-308SYS)
- Fiberboard Box (STP-3081)
- Prepaid Return Service (RS) UPS mailing label
- Sterile flocked (plastic) swab applicator (NP)****
- Clinical Microbiology/Virology request form(s) (Qualtrax ID # 16857)
- Remel Sterile viral transport media vial****
- Thermal Packs
- Insulated Chest
- Bubble Wrap
- Leak-proof Polybag (STP-711)
- Tyvek Envelope (STP-710)
- Absorbent Pad

******Nasopharyngeal flocked swabs and viral transport media have expiration dates. Please verify the items are not expired prior to sample collection.**

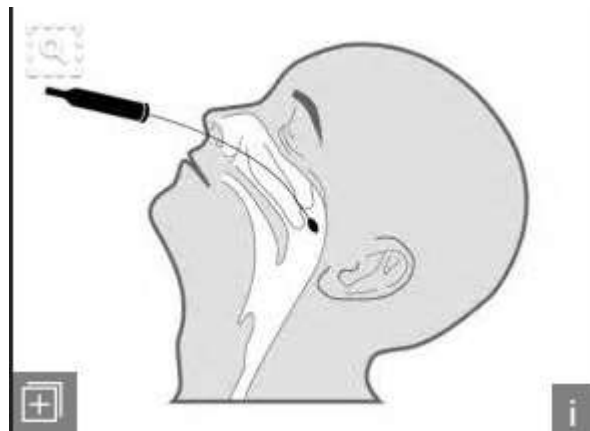
INSTRUCTIONS FOR SAMPLE COLLECTION

Collect the sample as close to clinical onset as possible. DCLS must receive the sample within **72 hours of collection** using the provided shipper and cold packs.

Collection Procedures for NP Swab Samples:

1. Instruct the patient to sit with head tilted back slightly.
2. Insert the NP swab straight back into one nostril (not upwards) and horizontally to the nasopharynx up to the measured distance on the swab handle.
3. Rotate the swab up to 5 times and hold in place for 5-10 seconds to collect sample material.
4. Remove swab and insert into a vial containing viral transport media. Break the swab handle at the scored breakpoint line.
5. Label the Remel sample transport vial with appropriate patient information (**patient name, date of birth and date of collection**).
6. Wrap the **sample(s)** in the provided **bubble wrap** pouch followed by **placement** in the leak-proof Saf-T-Pak **polybag** (STP-711) along with the absorbent material. Follow instructions on the Saf-T-Pak polybag to seal the bag closed. **Place** this in the **Tyvek envelope** (STP-710) and seal.
7. Refrigerate the sample until shipping can occur.

For information regarding sample collection or testing, please call 804-648-4480 x272.



INSTRUCTIONS FOR SAMPLE TRANSPORT

Package sample(s) for transport to the laboratory in compliance with shipping regulations detailed in IATA 1.5 AND 49 CFR Section 1720700 [U.S. Department of Transportation] using the provided shipper.

1. Refer to the enclosed SAF-T- PAK Packing Instructions (STP-308SYS).
2. Be sure to insert the Tyvek envelope into the insulated chest with chilled thermal packs.
3. **Ensure that each sample is properly labeled and that the Clinical Microbiology/Virology Request Form is complete (front and back) for each sample collected. This form is placed in the plastic bag and is placed on the lid on the outside of the insulated chest.**
4. Do not write anything on the box where the words "PROPER SHIPPING NAME" and "UN IDENTIFICATION NUMBER" appear. The UN3373 label will suffice.
5. A RS UPS label will be provided with your facility name and phone number.
6. Peel off the backing of the RS UPS label and affix to the top outside flap of the cardboard shipping box. This label should not cover any hazardous shipping labels and should not extend beyond any edge of the package as indicated on the cardboard box.
7. Close the cardboard box and seal with packing tape after affixing the UPS label.
8. If you do not have a daily UPS scheduled pick up, please call UPS at # 1-800-742-5877/1-800-PICK UPS (using the supplied UPS RS tracking number and your assigned UPS #) or contact your local health department Flu Coordinator regarding package drop off for delivery to the lab. **Do not ship on Friday or before a holiday.**
9. **Ship sample(s) without delay. Sample(s) must be received at DCLS within 72 hours of collection.**

Result Reporting:

Routine influenza surveillance monitoring results are mailed to the submitter. Results are NOT telephoned to submitters.

Sample Rejection:

Samples may be rejected for the following reasons:

1. Samples received in the laboratory more than 72 hours post collection (**NOTE: Please do not ship on Friday or before a holiday**)
2. Sample temperature requirements not maintained during shipment
3. Improperly or unlabeled samples (samples and forms must match exactly)
4. Insufficient volume
5. Sample collected in expired VTM
6. Samples collected in kits other than those supplied by DCLS
7. Excessive bacterial contamination

Please forward information or questions about sample transport to the laboratory at (804)-648-4480 x140.