

GENERAL INSTRUCTIONS

1. PRINT CLEARLY to ensure proper processing.
2. Complete the RESPIRATORY PANEL REQUISITION in its entirety.
3. Ensure patient's FULL NAME and DATE OF BIRTH, INSURANCE INFORMATION are correct on RESPIRATORY PANEL REQUISITION.
4. Ensure BIOHAZARD BAG and FEDEX SHIPPING BOX (where applicable) are sealed when mailing.

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2. Respiratory Panel Requisition
3. Specimen Collection Device (swab and vial)
4. Specimen Biohazard Bag
5. Laboratory Gloves
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7. FedEx Shipping Box (where applicable)

SPECIMEN TYPE

Specimen should only be collected on patients who meet the following criteria:

- Acute onset of influenza-like illness within the previous 72 hours with symptoms of fever > 100 °F (37.8 °C), and a cough or sore throat.
- Fever does not have to be present at the time of specimen collection.

A single **nasopharyngeal (NP)** swab is the accepted specimen for:

- Influenza (all types), parainfluenza virus (1-4), respiratory syncytial virus, adenovirus, coronavirus (HKU1, OC43, NL63, 229E), human metapneumovirus, rhinovirus/enterovirus, Bordetella pertussis, Chlamydia pneumoniae, Mycoplasma pneumoniae.

A **throat (TS)** swab is acceptable **ONLY FOR INFLUENZA TESTING**.

COLLECTION INSTRUCTIONS

SPECIMENS ARE TO BE COLLECTED ACCORDINGLY:

1. Wear gloves and protective gear based on the patient's isolation and/or clinical status.
2. (Nasopharyngeal swab samples) Have the patient blow his/her nose or clear the nasal passages of mucus. The accuracy of the test results depends on collecting actual cells from the nasopharynx, NOT MUCUS.
3. Peel open the pouch containing the collection swab and remove it.

(Throat swab samples)

1. Swab the posterior pharynx and tonsillar areas, avoiding the tongue (tongue depressor may be helpful). The mucosa behind the uvula and between the tonsils should also be gently swabbed with a back-and-forth motion.

(Nasopharyngeal swab samples)

1. Holding the swab near the patient's head, visualize the distance from the patient's nostril to the front of the ear.
2. Use the thumb and forefinger of a gloved hand to grip the swab shaft at a point equivalent to half the distance measured in **STEP 1**.
3. Tilt the patient's head backwards slightly.
4. Have the patient close their eyes as this helps minimize discomfort. Gently insert the swab through one of the nostrils and horizontally into the nasal passage up to the measured distance on the swab shaft or until resistance is met.
5. Rotate the swab 2 or 3 times and then hold the swab in place for 5-10 seconds to absorb sample material. The swab must come in contact with the posterior nasopharynx mucosa and be rotated several times over the 5-10 seconds to collect sufficient cells. The design of the flocked swab ensures that cells are dislodged and collected along the tip of the swab.
4. After collection, remove the swab and insert into the **VIRAL TRANSPORT MEDIUM TUBE**.
5. Break the plastic shaft swab at the break point line. Replace cap and screw on tightly.
6. Apply label. Label the specimen with the patient's name, DOB, specimen type and date of collection.
7. Ensure this information matches the information on the Respiratory Panel Requisition. **UNLABELED SPECIMENS WILL BE REJECTED.**
Note: If sample collection is not completed as instructed, there will not be sufficient Pathogen/DNA available for testing.
8. Place the VTM tube in the inner aluminum container (provided) and cap. Seal the requisition form in the **BIOHAZARD BAG** and place along the inner aluminum container(s) in the outer fiberboard cylinder or box (provided) containing the frozen ice pack.
9. Refrigerate until transported for testing.
10. If specimen is collected on **Thur/Fri** for transport on **Monday, STORE AT -20 °C AND NOTE ON THE REQUISITION FORM**.
11. Peel away the plastic film on the stripe, fold, and then press firmly to seal the SPECIMEN SLEEVE. Place in biohazard transport bag and send to lab. SEE INSTRUCTIONS FOR SHIPMENT.



SHIPPING INSTRUCTIONS

1. Fill out and complete the RESPIRATORY PANEL REQUISITION.
2. Confirm that the labels on the completed RESPIRATORY PANEL REQUISITION matches the labels on the vials.
3. Place the SPECIMEN into the BIOHAZARD BAG along with the DNA TEST REQUEST FORM and seal.
4. The package is now ready for bulk shipment via FedEx.

Shipping via FedEx:

1. Place the BIOHAZARD BAG into the provided FEDEX SHIPPING BOX.
2. Peel off film on flap of FEDEX SHIPPING BOX, fold, then press firmly to seal the FEDEX SHIPPING BOX.
3. Fill out the sender's address box on the FEDEX airbill label (recipient's address is already provided) and seal it to the FEDEX SHIPPING BOX.
4. Mail the sealed package via FedEx to the lab for processing.
5. DO NOT change the options already checked on the Express Package Service section (FEDEX Priority Overnight).

NOTE: Exempt human specimens can be mailed using the US Postal Services First-Class Mail, Priority Mail, Express Mail, or Package Services Mail. For packaging requirements, see <http://pe.usps.gov>, search term "10.17.2d". See Section 10.17.9, entitled Packaging Exempt Human or Animal Specimens.

