

## Specimen Collection and Shipping Procedures

### PURPOSE

This guideline will aid in collecting and shipping specimens collected for carbapenem-resistant *Acinetobacter baumannii* colonization screening. To ensure we are obtaining accurate results, proper sampling and handling is critical. Please follow the processes provided below to ensure accuracy.

### LOGISTICS

The Utah Department of Health & Human Services coordinates facility point-prevalence screenings prior to the date of collection. For any additional questions or concerns, please contact your local health department designee.

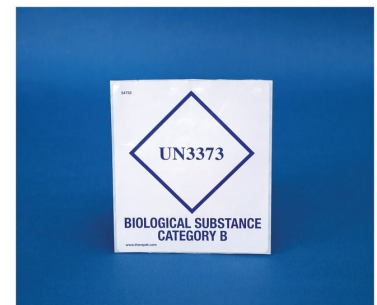
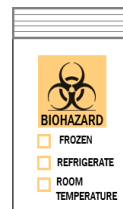
### SPECIMEN COLLECTION

#### EQUIPMENT AND MATERIALS NEEDED FOR COLLECTION:

1. Appropriate personal protective equipment (PPE) as indicated by the patient's clinical care team (e.g., gloves, gowns, masks).



2. Specimen collection and transport system (e.g., Puritan Enviromax Plus swabs, Copan Eswabs, Biohazard specimen bags, Category B shipping labels, etc.)



# Specimen Collection and Shipping Procedures

## SPECIMEN COLLECTION

### LABELING INSTRUCTIONS:

Each specimen **MUST** be clearly labeled with:

- Patient's full name
- Date of birth
- Specimen Source
- Date of collection

**PLEASE NOTE: SEAL CONTAINERS WITH PARAFILM STRIPS AND PLACE INDIVIDUAL SPECIMENS IN SEPARATE SPECIMEN BAGS TO PREVENT CROSS-CONTAMINATION.**

### PROCEDURE: SKIN (AXILLA/GROIN)—SINGLE SWAB

1. Informed consent/assent **MUST** be provided for collection of an axilla/groin swab.
2. Before beginning, perform hand hygiene and wear appropriate PPE, as indicated by the patient's clinical care team (e.g., gloves, gowns, masks).
3. Use the orange top pre-moistened Puritan Enviromax sponge swab for collection of a composite axillary/groin swab. Label with required minimum information. **(PLEASE NOTE: this swab type should only be used on INTACT SKIN and NOT for wounds)**



4. Unscrew the orange top and rub one side of the moistened swab tip over the left axilla skin surface and then the right, targeting the crease where the arm meets the body .
5. With the same swab used on the axilla, rub the **OTHER** side of the swab tip over the left groin skin surface, targeting the inguinal crease in the skin where the leg meets the pelvic region and repeat with the right side (i.e., swab the skin of both hip creases).
6. Place the swab back into the swab container without touching the outside.



## Specimen Collection and Shipping Procedures

### SPECIMEN COLLECTION

#### PROCEDURE: WOUND SWAB



1. The individual/proxy **MUST** provide assent/consent for collection procedure of a wound specimen.
2. Before beginning, perform hand hygiene and wear appropriate PPE, as indicated by the patient's clinical care team (e.g., gloves, gowns, masks).
3. If the wound is bandaged, remove the dressing and rinse with sterile water or saline to remove any topical treatments (e.g., creams, ointments, antiseptics) prior to collection.
4. Open the COPAN Eswab (white top tube with fluid) packaging by grasping the plastic at the top of the tube on the opposite end from the soft tip.
5. Carefully remove the tube from its outer packaging, leaving the swab tip enclosed in the tube to prevent contamination.
6. Pull the swab from the tube, being careful not to touch the soft tip.
7. The swab may be moistened with sterile saline. Rotate the swab gently but firmly over the central area of wound including any exudate.
8. Place the swab in the tube and then holding the swab shaft close to the rim of the tube, break the applicator shaft at the pink breakpoint indication line. The swab tip should touch the liquid at the bottom of the tube.



## PROCEDURE: RECTAL

1. Informed consent / assent must be obtained for collection of a rectal swab.
2. Before beginning, perform hand hygiene and wear appropriate PPE, as indicated by the patient's clinical care team (e.g., gloves, gowns, masks).
3. Open the outer plastic packaging of the red top dual COPAN swabs on the end that says "PEEL HERE"
4. While labeling, leave the dual swab enclosed in the plastic packaging to prevent contamination. Carefully remove the tube from the plastic packaging and label the tube (see LABELING INSTRUCTIONS section).
5. Pull the dual swab from the plastic packaging, being careful not to touch the cotton tips with your hands or on any other surfaces.
6. The dual swab may be moistened with **STERILE** saline. Do **NOT** use tap water or lubricating gel.
7. Carefully insert both swab tips 1 cm (1/2 inch) beyond the anal sphincter and gently rotate against the walls of the rectum three times (FIGURE 1). *For patients with an ostomy: Use the cotton applicator to obtain specimen from the stoma site. B) For neurogenic patients: Use perianal swab.*



FIGURE 1. Proper swab depth

8. Confirm swab is not oversaturated or under saturated (FIGURE 1).
9. Insert dual swab into tube and firmly close cap.

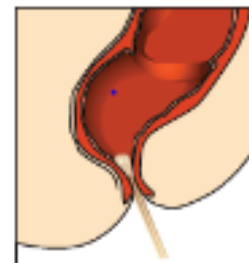
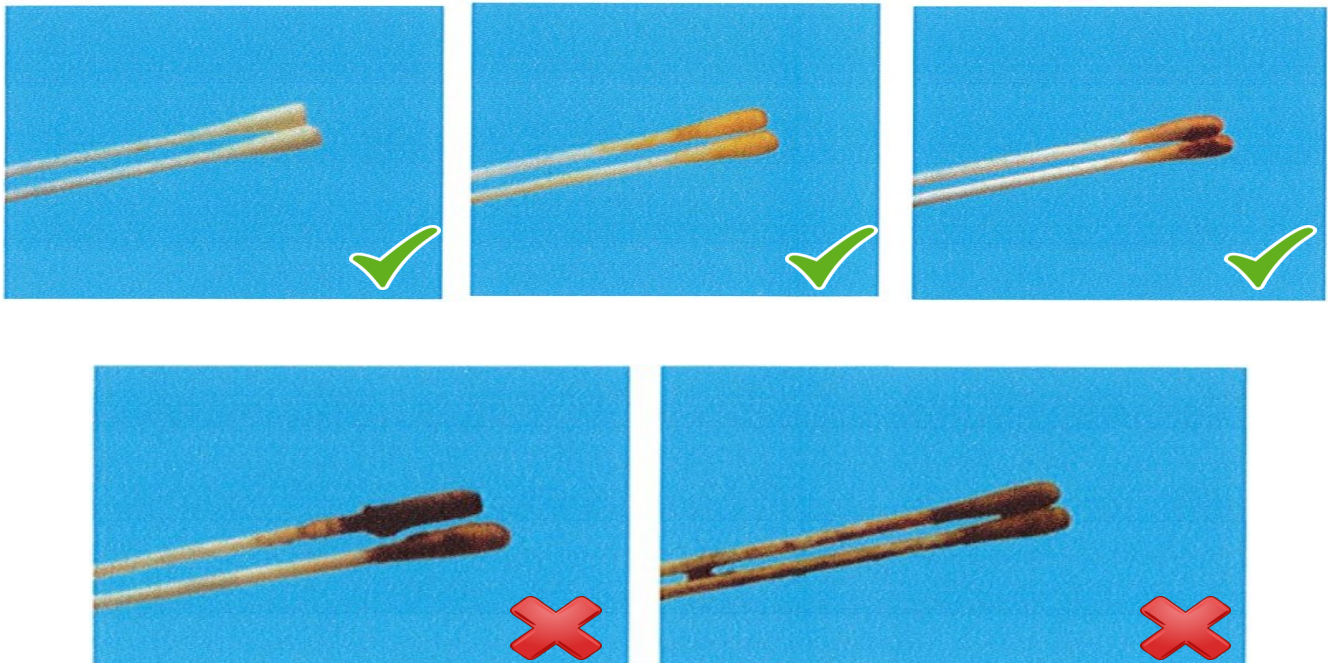
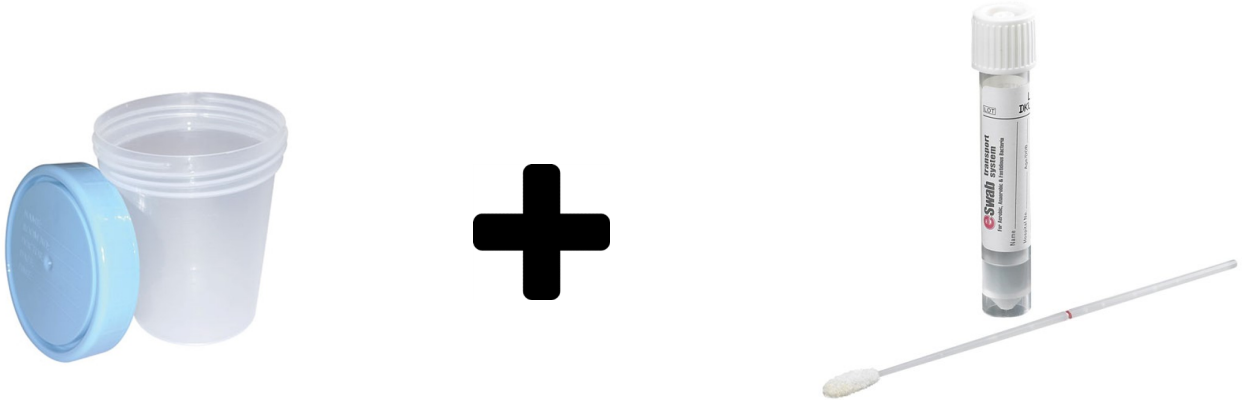


FIGURE 2. Acceptable vs. unacceptable specimens



## PROCEDURE: TRACHEAL SPUTUM (TRACHE/VENTED PATIENTS)



1. Informed consent / assent **MUST** be provided for the collection of a sputum specimen.
2. Before beginning, perform hand hygiene and wear appropriate PPE, as indicated by the patient's clinical care team (e.g., gloves, gowns, masks).
3. Using sterile technique, collect the tracheal aspirate per facility policy and place in the appropriately labeled sterile collection cup and seal with parafilm strip.
4. Carefully remove the wrapper from a single Eswab and dip into the sputum sample to cover the tip of the swab and then place swab in the liquid Amies transport media and break off at the red line and screw back on white lid tightly and seal with parafilm strip.
5. Label the swab with the appropriate identifiers and place the sealed specimen cup and dipped sputum Eswab for a single patient into the same bag for transport. ■



## SHIPPING LOGISTICS: SPREADSHEET REQUISITION FORM/INDIVIDUAL REQUISITION FORMS

When all of the specimens are collected, please follow the packaging and shipping guidance and instructions for shipping and packaging and generating the FedEx label.

The Utah Department of Health & Human Services has provided two options:

### OPTION 1 INDIVIDUAL REQUISITION FORMS

STEP 1. Single requisition forms can be downloaded from the Utah AR Lab website by following the link: [https://uphl.utah.gov/wp-content/uploads/ARLN\\_Test\\_Request\\_Form\\_2023-fillable.pdf](https://uphl.utah.gov/wp-content/uploads/ARLN_Test_Request_Form_2023-fillable.pdf)

STEP 2. Fill out all of the demographic data elements requested on the form and check the option : “Carbapenem Resistant Organism Colonization Screening” with CRAB as the suspected organism.

STEP 3. Place each individually parafilm sealed sample into a separate specimen bag in the main compartment with absorbent pad and seal and place the corresponding completed requisition form in the separate document pouch.



Swab cap sealed with parafilm



Parafilm sealed swab in specimen pouch and requisition form in separate pouch

### OPTION 2 LAB WEB PORTAL

Here is the registration link <https://lwp-web.aimsplatform.com/ut/#/auth/registration>.

Please do NOT use your personal address or phone number.

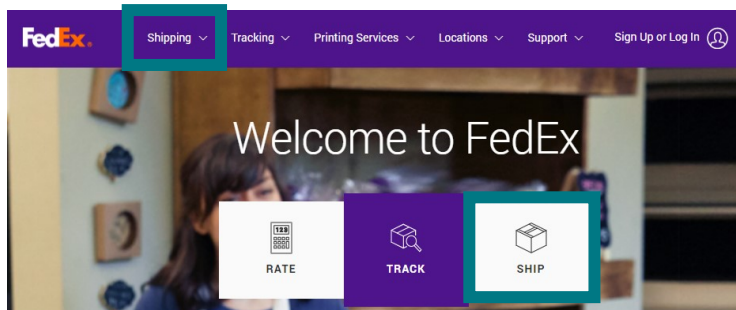


## PREPARING SHIPPING LABEL THROUGH FEDEX ACCOUNT

Specimens are shipped using the following information:

**STEP 1.** Go to: [www.fedex.com](http://www.fedex.com) and choose the United States Location.

**STEP 2.** Click on “SHIP” in the middle of the screen or the “Create Shipment” under the “Shipping” tab in the top ribbon of the webpage.



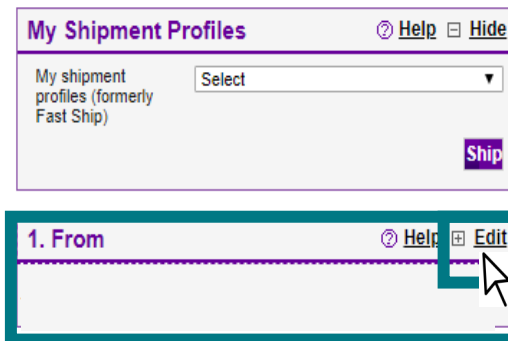
**STEP 3.** Login using the following user ID and password.

**User ID: ARUtahLaboratory**

**Password: CroUt2024test\$**

\*\*Note this login information is NOT to be distributed or shared, unless given permission from Utah Department of Health & Human Services HAI (Health Care-Associated Infections) Program . If there is unauthorized use of the account, the username and password will be changed and will no longer be distributed to your facility.

**STEP 4.** Click on “Edit” button in box “1. From”



**STEP 5.** Type in the following information:

- Company Name (Your Facility)
- Contact Name (Your Facility Contact Person)
- Company Street Address (Your Facility Address)
- Zip code (Your Facility Zip Code)
- City **\*\*Note:** This box should auto-populate)
- State **\*\*Note:** This box should auto-populate)
- Phone Number (if there are shipment issues)

**STEP 6.** Click on the “Company” drop down arrow in box “2. To” . Box 2 and select Utah Public Health Lab. It will auto-populate the appropriate shipping recipient information. Confirm your shipping recipient information is the same as “2” below

1.

2.

**STEP 7.** Type in approximate weight of box in box “3. Package & Shipping Details” and ensure “FedEx Standard Rate” pricing and “First Overnight” service type is selected.



**STEP 8.** Confirm that box “4. Billing Details” has \*Bill transportation to CDC\_OID\_NCEZID\_ARLN-890 automatically selected.

**4. Billing Details** [Help](#) [Hide](#)

\* Bill transportation to

**Alert:** Please remember to enter your reference information.

Your reference

[More reference fields](#)

P.O. no.

Invoice no.

Department no.

**STEP 9.** Go to “Shipment Notifications (optional) and click “Edit”. This will allow you to receive notifications when shipments

**Shipment Notifications (optional)** [Help](#) [Edit](#)

You have selected to send email notifications about your shipment status.

**STEP 10.** Under “Notify Sender via:” complete the following:

- Select Email (HTML)
- Select Ship, Estimated Delivery and Delivery under “Notification Type”
- Type ARLNUtah@utah.gov under “Sender Email”

**Shipment Notifications (optional)** [Help](#) [Hide](#)

**Notify Sender via:**

Email (HTML)

Email (Plain Text)

**Notification type**

Ship

Tendered

Exception

Estimated Delivery

Delivery

**Sender Email**

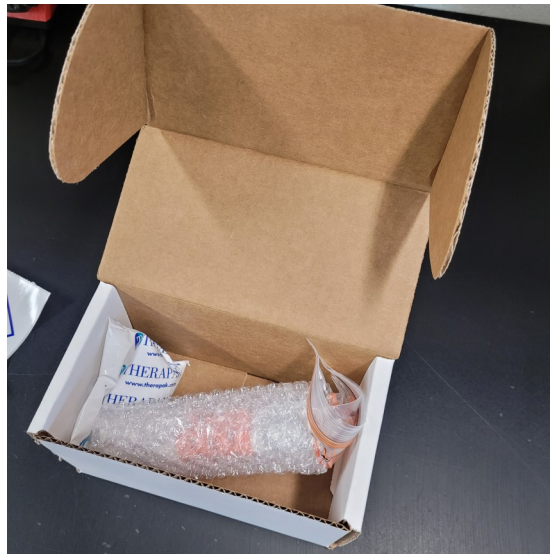
**STEP 11.** Go down to box “5. Complete Your Shipment” and click “Ship”

**STEP 12.** The next screen will display a review of the shipment information. Review and click “Print”. The screen will display a shipping label for you to print . Instructions for after printing the shipping label are enhanced upon in the “PACKAGING AND SHIPPING” section on page 4.

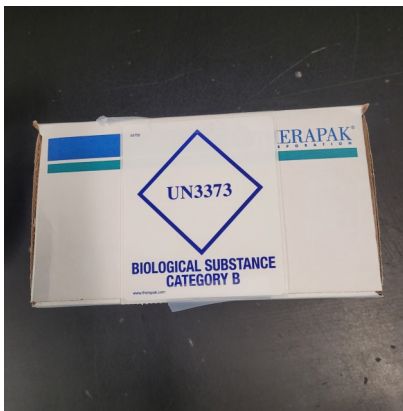
**Packaging and Shipping:** If you requested less than 5 swabs for testing, you could receive a different mailer than on page 8. These will include a smaller box, small cool pack, UN3373 sticker, and the requested collection supplies. As seen below (your box might vary in brand.)



Place small cool pack in box (after 5 + hour) of refrigeration in box with collected specimen (Parafilmed and in the specimen bag provided). See image below



Affix Category B (UN3373) sticker and FedEx Shipping label to box, as seen below.



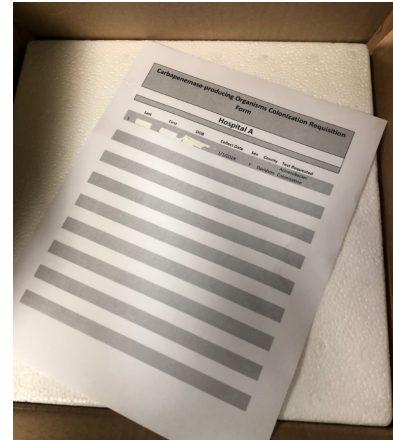
## PACKAGING AND SHIPPING

Using the box(es) provided, follow the steps provided below to ensure accuracy.

**STEP 1.** Place a small ice pack at the bottom of the box, but ensure there is an adequate amount of paper towels placed on top of the ice pack. The ice pack is serving as an “air conditioner” to ensure specimens remain cool and do not exceed “room temperature”.

**STEP 2.** Place all biohazard bags with each individual specimen tube (and absorbent pad) into the box. Ensure all specimen tubes are properly labeled as covered in the “**LABELING INSTRUCTIONS**” section on page 2.

**STEP 3.** Close the cooler by placing lid on top and for the spreadsheet requisition option, tape the printed copy of the spreadsheet / requisition list on top of the cooler lid. Place list in a sealed specimen bag to ensure it remains dry.



**STEP 4.** Close the outer box and secure with clear packing tape.

**STEP 5.** Place the shipping label printed from FedEx on box and secure with clear packing tape. To ensure integrity of the label in inclement weather conditions, cover the entire surface area with clear packing tape.



**STEP 6.** These specimens are classified as a “Biological Substance, Category B,” therefore, this step **MUST** be adhered to. Place a UN 3373 “Biological Substance, Category B” label on one side of the box .



**STEP 7.** Ship out package via FedEx.

### LABORATORY NOTIFICATION AND COMMUNICATION

After the box is prepared, the next task is to notify the Mountain Region AR Lab (UtahARLN@utah.gov) of the number of samples/swabs they will be receiving the next business day.

Follow the steps below:

**STEP 1.** Draft email to: [arlnutah@utah.gov](mailto:arlnutah@utah.gov). Once sent, the Mountain Region AR Lab will email final lab reports back to you after 7 days from specimen receipt.



## SPECIAL CONSIDERATIONS PRIOR TO SHIPPING

- Ensure employees responsible for packing and/or shipping specimens are properly trained on shipping “Biological Substance, Category B” specimens.
- Shipment of swabs collected on Monday through Thursday between 8:00 a.m. to 4 p.m. should be shipped within 1-day of collection.
- The package insert states that swabs should be processed within 48 hours of collection. Therefore, it is imperative that swabs arrive at the Utah lab within two days from the date of collection. Please keep in mind shipping during government holidays to alter your collection dates (e.g., 4-day government holidays [i.e., Thanksgiving week])
- Packages containing biohazard Category B specimens should **NEVER** be dropped off at FedEx Express® Drop Box.

## 2024 AR UTAH MOUNTAIN REGIONAL LAB HOLIDAY SCHEDULE

HOLIDAY	DATES OF OFFICE CLOSURE
New Year’s Day	Monday January 1, 2024
Martin Luther King Jr. Day	Monday, January 15, 2024
President’s Day	Monday, February 19, 2024
Memorial Day	Monday, May 27, 2024
Juneteenth (observed)	Wednesday, June 19, 2024
Independence Day	Thursday, July 4, 2024
Pioneer Day (observed)	Wednesday, July 24, 2024
Labor Day	Monday, September 2, 2024
Indigenous People’s Day	Monday, October 14, 2024
Veterans Day	Monday, November 11, 2024
Thanksgiving	Thursday, November 28, 2024
Christmas Day	Wednesday, December 25, 2024
New Year’s Day	Wednesday, January 1, 2025