

Multidrug-Resistant Organism Point-Prevalence Survey Guidance: CRE and CRPA

Specimen Collection and Shipping Procedures

PURPOSE

This guideline will aid in collecting and shipping specimens collected with Cepheid Swabs for carbapenem-resistant Enterobacteriaceae and carbapenem-resistant *Pseudomonas aeruginosa* 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 coordinates facility point-prevalence screenings prior to the date of collection. For any additional questions or concerns, please contact your local health department designee.

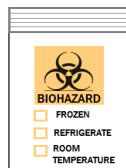
SPECIMEN COLLECTION

EQUIPMENT AND MATERIALS NEEDED FOR COLLECTION:

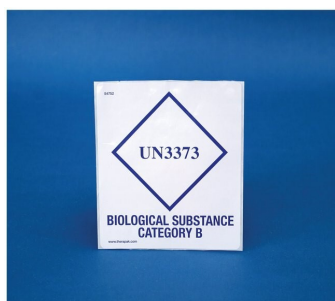
1. Appropriate personal protective equipment (PPE) as indicated by the patient's clinical care team (e.g., gloves, gowns, masks).



2. Specimen collection and transport system (e.g., dual swab collection device and individual biohazard bag).



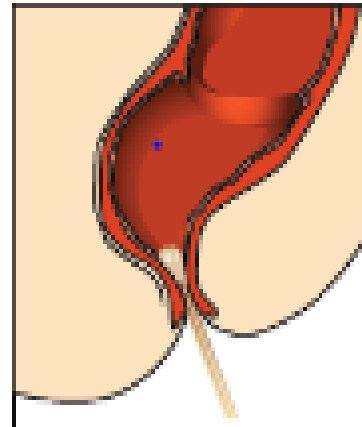
SPECIMEN COLLECTION



PROCEDURE

1. The individual/proxy **MUST** provide informed consent and understand the collection procedure 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 on the end that says "PEEL HERE", **OPPOSITE END** from the cotton tips.
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. Insert the swab 1 cm (1/2 inch) beyond the anal sphincter and gently rotate against the walls of the rectum three times (FIGURE 1).

FIGURE 1.
Proper swab depth



8. Confirm swab is not oversaturated or under saturated (FIGURE 2).
8. Insert dual swab into tube and firmly close cap.
9. Ensure specimen tube is labeled correctly (see LABELING INSTRUCTIONS section) , seal with parafilm and place the tube in its individual biohazard bag.

SPECIMEN COLLECTION

LABELING INSTRUCTIONS:

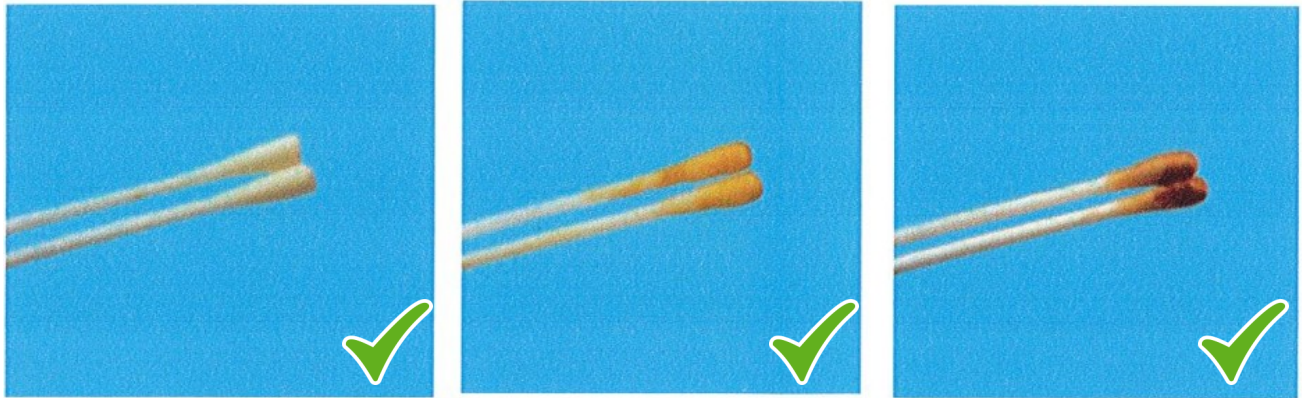
Each specimen **MUST** be clearly labeled with:

- Patient's full name
- Date of birth
- Specimen Source
- Collection date

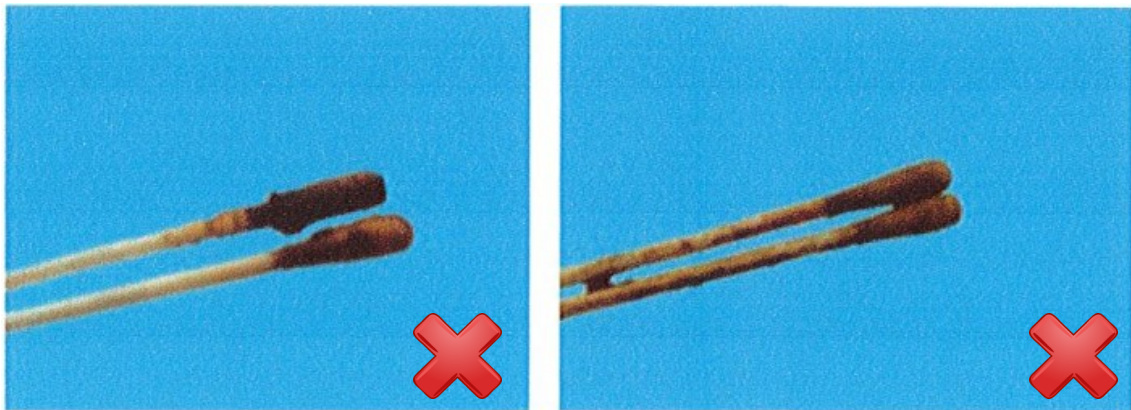
PLEASE NOTE: SEAL CONTAINERS WITH PARAFILM STRIPS AND PLACE INDIVIDUAL SPECIMENS IN SEPARATE SPECIMEN BAGS TO PREVENT CROSS-CONTAMINATION.

PROCEDURE, CONTINUED

FIGURE 2. Acceptable vs. unacceptable specimens



Acceptable Specimens



Unacceptable Specimens



Utah Department of
Health & Human Services
Utah Public Health Laboratory



SHIPPING LOGISTICS:

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.

INDIVIDUAL REQUISITION FORMS

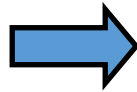
Currently, samples are submitted to the Utah Lab using individual requisition forms.

STEP 1. Single requisition forms can be downloaded from the Utah AR Lab website by following the link:

<https://uphl.utah.gov/arln-utah/>

STEP 2. Fill out ALL of the demographic data elements requested on the form and check the option: "Carbapenem Resistant Organism Colonization Screening" with CRE or CRPA 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

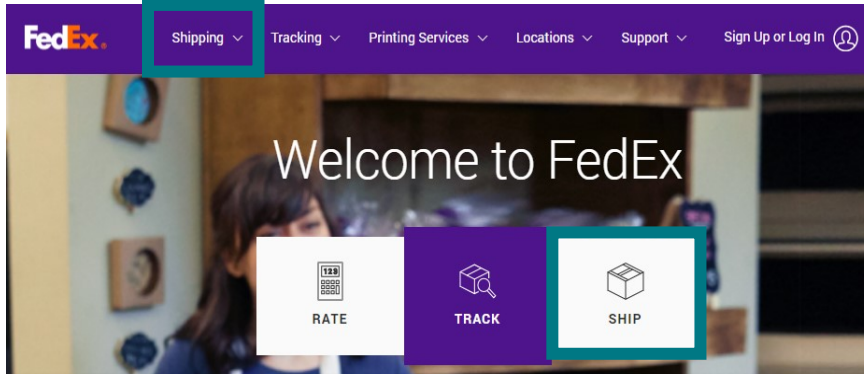
Parafilm sealed swab in specimen pouch and requisition form in separate pouch

PREPARING SHIPPING LABEL THROUGH FEDEX ACCOUNT

Specimens are shipped using the following information:

STEP 1. Go to: 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\$

Registered fedex.com Users

IMPORTANT
For best results, please disable your pop-up blocker.

Enter your user ID and password to login

* User ID

* Password

* Login to

FedEx Ship Manager™ Lite **NEW**

FedEx Ship Manager™ at fedex.com

Remember my user ID on this computer.

[Login Help](#) [Forgot/Reset your password or user ID?](#) **Login**

**Note this login information is NOT to be distributed or shared, unless given permission from Utah Department of Health 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.

My Shipment Profiles [Help](#) [Hide](#)

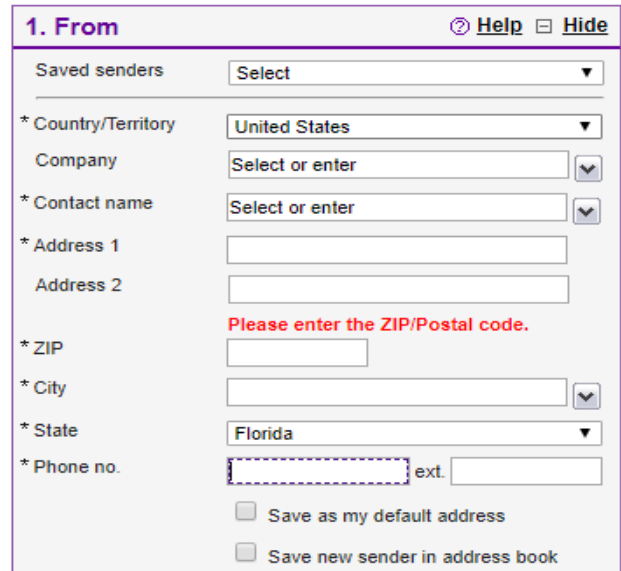
My shipment profiles (formerly Fast Ship)

Ship

1. From [Help](#) [Edit](#)

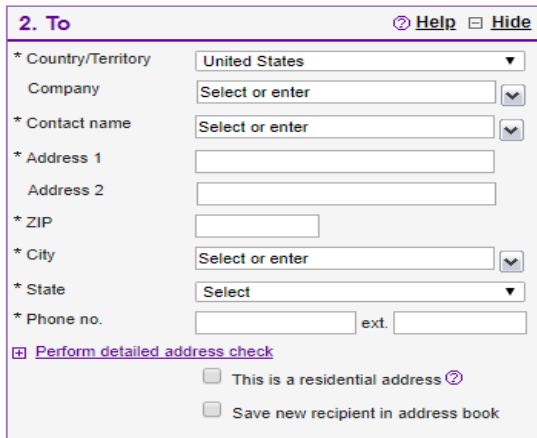
STEP 5. Type in the following information:

- 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 (The best number to call if there are shipment issues)

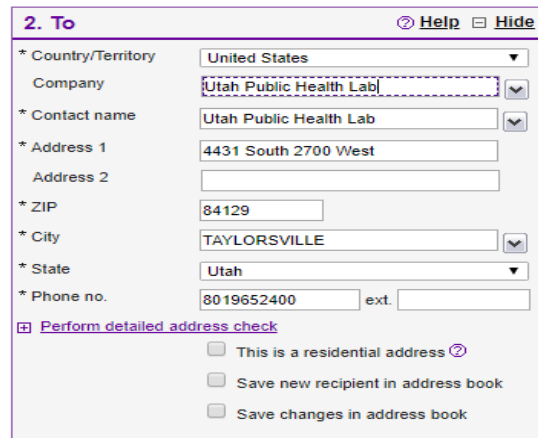


The screenshot shows the '1. From' section of a shipping form. It includes fields for 'Country/Territory' (United States), 'Company' (Select or enter), 'Contact name' (Select or enter), 'Address 1' and 'Address 2' (empty), 'ZIP' (empty), 'City' (empty), 'State' (Florida), and 'Phone no.' (empty). There are checkboxes for 'Save as my default address' and 'Save new sender in address book'. A red message says 'Please enter the ZIP/Postal code.'.

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

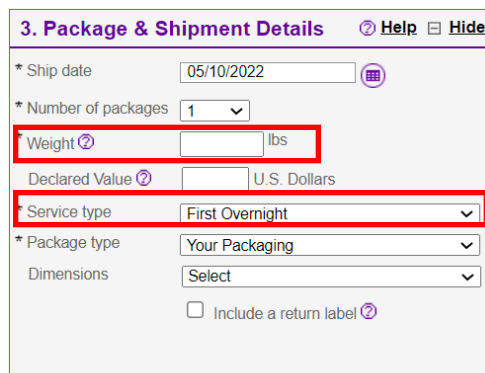


The screenshot shows the '2. To' section of a shipping form with all fields empty or set to default: 'Country/Territory' (United States), 'Company' (Select or enter), 'Contact name' (Select or enter), 'Address 1' and 'Address 2' (empty), 'ZIP' (empty), 'City' (Select or enter), 'State' (Select), and 'Phone no.' (empty). There are checkboxes for 'Perform detailed address check', 'This is a residential address', and 'Save new recipient in address book'.



The screenshot shows the '2. To' section of a shipping form populated with recipient information: 'Country/Territory' (United States), 'Company' (Utah Public Health Lab), 'Contact name' (Utah Public Health Lab), 'Address 1' (4431 South 2700 West), 'Address 2' (empty), 'ZIP' (84129), 'City' (TAYLORSVILLE), 'State' (Utah), and 'Phone no.' (8019652400). There are checkboxes for 'Perform detailed address check', 'This is a residential address', 'Save new recipient in address book', and 'Save changes in address book'.

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.



The screenshot shows the '3. Package & Shipment Details' section. It includes fields for 'Ship date' (05/10/2022), 'Number of packages' (1), 'Weight' (empty), 'Declared Value' (empty), 'Service type' (First Overnight), 'Package type' (Your Packaging), and 'Dimensions' (Select). There is a checkbox for 'Include a return label'.

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 arrive.

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:	Notification type
<input checked="" type="radio"/> Email (HTML)	<input checked="" type="checkbox"/> Ship
<input type="radio"/> Email (Plain Text)	<input type="checkbox"/> Tendered
	<input type="checkbox"/> Exception
	<input checked="" type="checkbox"/> Estimated Delivery
	<input checked="" type="checkbox"/> Delivery

Sender Email

English

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.

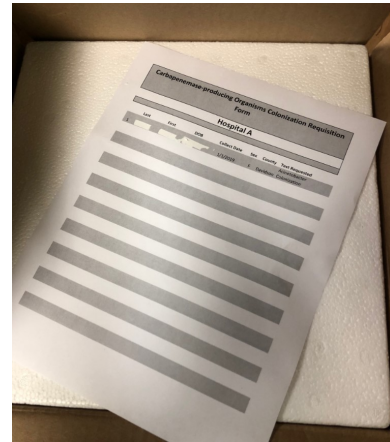
PACKAGING AND SHIPPING

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 attach any additional paperwork to the outside of the Place list in a sealed Ziploc bag to ensure it remains dry.



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

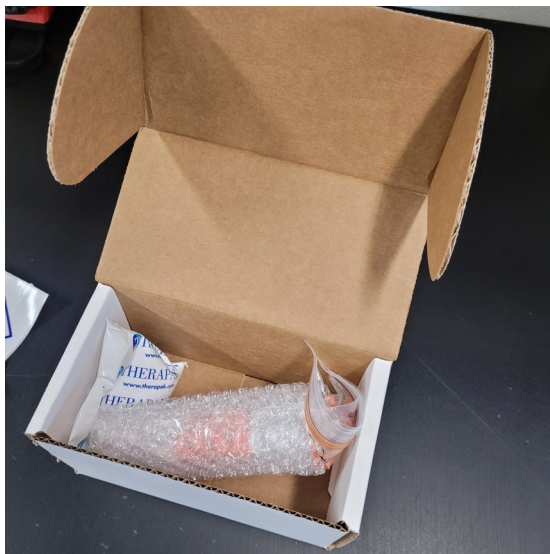
STEP 5. Place the shipping label printed from FedEx on the box and secure with clear packing tape. To ensure integrity of the label in inclement weather conditions, cover the entire surface area with clear packing tape.



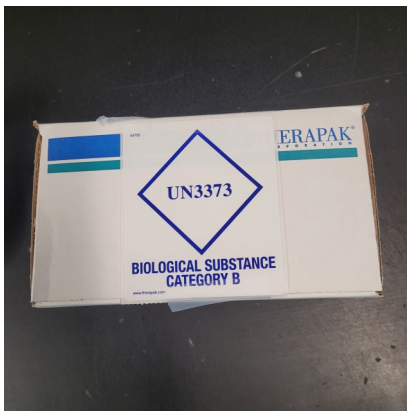
Packaging and Shipping: If you requested less than 5 swabs for testing, you could receive a different mailer than on page 8. These will include a smaller box, small cool pack, UN3373 sticker, and the requested collection supplies. As seen below (your box might vary in brand.)



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.



Utah Department of
Health & Human Services
Utah Public Health Laboratory



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 .



**BIOLOGICAL SUBSTANCE
CATEGORY B**



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 (arlnutah@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 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.
- 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.

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