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).
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](image)

8. Confirm swab is not oversaturated or under saturated (FIGURE 2).

9. Insert dual swab into tube and firmly close cap.

10. 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.

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FIGURE 2. Acceptable vs. unacceptable specimens

Acceptable Specimens

Unacceptable Specimens
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 parafilmed 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

Parafilmed 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](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.

*Password and account login information will be sent separately by secure email

**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.

**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 (The best number to call 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 “Priority Overnight” service type is selected.
**STEP 8.** Confirm that box “4. Billing Details” has *Bill transportation to CDC_OID_NCEZID_ARLN-890 automatically selected.

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

**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”

**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 top of 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.
**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.

![UN 3373 Label](image)

**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.

Follow the steps below:

**STEP 1.** Draft email to: arlnutah@utah.gov and mvowles@utah.gov and cc: lsmith@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.

2021 AR UTAH MOUNTAIN REGIONAL LAB HOLIDAY SCHEDULE

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<tr>
<th>HOLIDAY</th>
<th>DATES OF OFFICE CLOSURE</th>
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<tr>
<td>New Year's Day</td>
<td>Friday, January 1, 2021</td>
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<tr>
<td>Martin Luther King Jr. Day</td>
<td>Monday, January 18, 2021</td>
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<tr>
<td>Washington and Lincoln Day</td>
<td>Monday, February 15, 2021</td>
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<tr>
<td>Memorial Day</td>
<td>Monday, May 31, 2021</td>
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<tr>
<td>Independence Day (observed)</td>
<td>Monday, July 5, 2021</td>
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<tr>
<td>Pioneer Day (observed)</td>
<td>Friday, July 23, 2021</td>
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<tr>
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<td>Martin Luther King Jr. Day</td>
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