

# Respiratory Specimen Submission Instructions

For each surveillance specimen submitted, fill out a copy of your customized respiratory surveillance requisition form (included with your mailing packet). Please be sure to check the appropriate reason for submission on the requisition form.

## **Specimen Collection:**

All upper and lower respiratory specimens are acceptable for surveillance testing. Specimens should be collected with Dacron or polyester tipped plastic shafted swabs and placed in virus transport medium (VTM).

- If the swab was placed in virus transport medium or saline before a portion was removed for testing, submit remaining swab in virus transport medium.
- If the swab was collected and immersed in test reagent, collect a second sample for surveillance testing.

When selecting specimens to submit for influenza surveillance, please prioritize specimens from patients who are hospitalized or have international travel history. Please also submit any Influenza A specimens that are unsubtypable (Ct <35).

If you have a symptomatic patient with swine or avian contact, please contact the **Wisconsin Division of Public Health for guidance.**



## **Order:**

Additional specimen requisition forms and supplies for collecting and shipping surveillance specimens are provided at **NO COST** and can be requested at 800-862-1088 or [HMSpecimen-receivingclinicalordersstaff@slh.wisc.edu](mailto:HMSpecimen-receivingclinicalordersstaff@slh.wisc.edu).

## **Ship:**

Transport to the WSLH, and testing of surveillance specimens is available at **NO COST** when you send specimens using **Purple Mountain Solutions** (PH: 800-990-9668).



# Respiratory Pathogen Submission Table

**Table 2: Respiratory Specimen Submission Requests**

Testing Site:	Season		
	Off Season (June-September)	Early Season (Fall*)	Respiratory Season (Winter/Spring*)
<b>Influenza and Other Respiratory Viruses</b>			
<b>Rapid Testing</b>	<u>ALL</u> influenza positives	The first influenza A or B of the season	Influenza A positive specimens with: <ul style="list-style-type: none"> <li>International travel history</li> <li>Swine exposure</li> </ul>
<b>PCR/Molecular</b>	<u>ALL</u> influenza positives	<u>ALL</u> influenza positives	One influenza-related hospitalization per week AND Unsubtypable influenza A positives (Ct < 35) AND Influenza A positive specimens with: <ul style="list-style-type: none"> <li>International travel history</li> <li>Swine exposure</li> </ul>
<b>Sentinel Surveillance</b>	The first 3 respiratory specimens per week from symptomatic patients (regardless of initial test results)		
<b>University Health</b>	Up to 3 respiratory specimens per week from symptomatic patients (regardless of initial test results)		
<b>SARS-CoV-2</b>			
<b>All Sites</b>	Five positive SARS-CoV-2 samples per week for genomic surveillance		

\*Please refer to the bi-weekly "Laboratory Surveillance Report" for current influenza activity in Wisconsin

# Shipment of Specimens

## Order Supplies:

Specimen collection and shipping supplies including:

- Requisition sheets
- Specimen collection kits
- Mailers and ice packs



Supplies are available at **NO COST** for surveillance submissions. Please contact the WSLH Clinical Orders department at **800-862-1088** or email [HMspecimenreceivingclinicalorders-staff@slh.wisc.edu](mailto:HMspecimenreceivingclinicalorders-staff@slh.wisc.edu) to order supplies.

## Specimen Packaging:

Triple package specimens as **“Biological substance, Category B / UN 3373”** if classified as Category B.

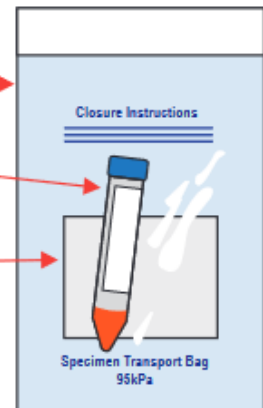
- Ensure the specimen cap is on tight and the specimen is not leaking.
- Securely tape the cap of the specimen container, and wrap specimen with absorbent material.
- Place the specimen vial into a biohazard bag.
- Place the completed requisition form into the **outer** sleeve of the bag.
- Place the bagged specimen and form in the Styrofoam mailer with a frozen kool-pak and cushioning.
- Replace lid on the Styrofoam box. Close and securely tape the cardboard box shut.
- Attach the WSLH address label to the package:

### Secondary Packaging

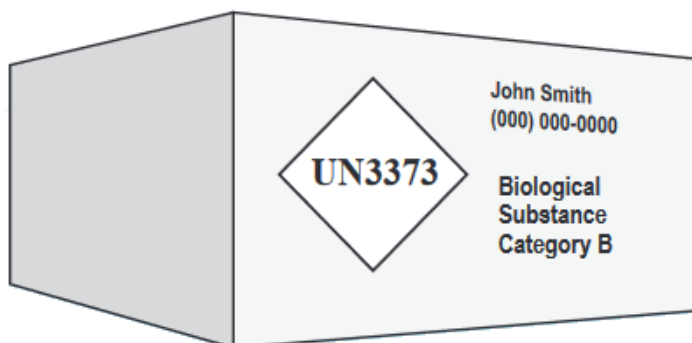
Biohazard or 95kPA specimen bag

Primary Receptacle

Absorbent material



**Wisconsin State Lab of Hygiene**  
**Specimen Receiving, Communicable Disease Division**  
**2601 Agriculture Drive**  
**Madison, WI 53718**



- Attach the **“Biological substance, Category B / UN 3373”** label to the package.
- Attach your return address label
- **Include the name and telephone number** of the person who knows the content of the package **(REQUIRED)**

## Shipment of Specimens (Cont'd)

### Shipping Arrangements:

Transport of surveillance specimens or other specimens requested by WSLH is available at **NO COST** when you send specimens using **Purple Mountain Solutions** (<https://purplemountainsolutions.com/>)

- The WSLH has a contract with Purple Mountain Solutions for shipment of specimens to the WSLH, with charges billed to the WSLH.
- This account is for surveillance specimens or others requested by WSLH. Funding is not available for transport of other samples.
- You are not required to ship via Purple Mountain Solutions, only if you wish to have the transport charges billed to the WSLH.
- Specimens will be picked up during regular working hours, but you must confirm the time with Purple Mountain Solutions.
- Specimens will be delivered to the WSLH the following day. **If you must ship on Fridays or on the day before a holiday, please include extra coolant.**
- All package preparation should be completed before the courier arrives.
- Contact Purple Mountain Solutions directly to arrange for a pick-up. Orders must be placed by noon for same day pickup.



Phone #: 800-990-9668



- Same day delivery may be available for specific high priority specimens. However, **pre-approval from WSLH is necessary.**

## Biosafety Considerations

### Evaluate biosafety at your testing site using a risk assessment:

Review your testing practices and lab environment and consider the following strategies to minimize potential staff exposures to aerosols when performing testing.

- Use a biosafety cabinet or benchtop splatter-shield.
- Use personal protective equipment (e.g. safety glasses, gloves, lab coat)
- Locate your testing in a less-heavily trafficked area to sequester the testing and reduce potential exposures.
- If possible, review recent history of travel including that outside the U.S.
- An online laboratory risk assessment tool is available here: [www.cdc.gov/safelabs/resources-tools/biosafety-resources-and-tools.html](http://www.cdc.gov/safelabs/resources-tools/biosafety-resources-and-tools.html)

