

# **SPECIMEN COLLECTION AND SHIPPING PROCEDURES**

Colonization screening instructions  
for multidrug-resistant organisms

**COLLECTION OF AXILLA/GROIN OR  
TRACHEOSTOMY SWABS**



Wisconsin State  
Laboratory of Hygiene  
UNIVERSITY OF WISCONSIN-MADISON

# Thank you for participating in colonization screening for multidrug-resistant organisms (MDROs).


## PURPOSE

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Colonization screening refers to the process of testing or screening someone for the presence of a specific MDRO. A facility may conduct colonization screening after identifying a patient or resident who is infected or colonized with an MDRO to determine if others in the facility are also colonized.


## MATERIALS PROVIDED IN THIS KIT

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- Specimen collection instructions
  - Labeling, packaging, and shipping instructions
  - Shipping materials
-  Please save the cardboard box with Styrofoam insulated insert, pressure bag, and all materials. You will need these to return collected specimens for testing. If the materials include ice packs, put these in a freezer so they are ready to include when returning specimens.

## OTHER MATERIALS NEEDED

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- Appropriate personal protective equipment, such as gloves, gown, and mask.
  - Completed requisition form.
-  This form was sent to you via email, please complete and print in order to return with shipment.

# COLLECTION OF AXILLA/GROIN OR TRACHEOSTOMY SWABS

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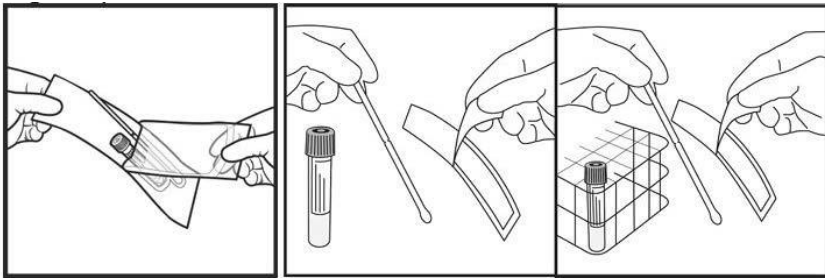
The swab and test tube necessary for axilla/groin or tracheostomy specimen collection in which you should have received as part of this kit should be shown here.



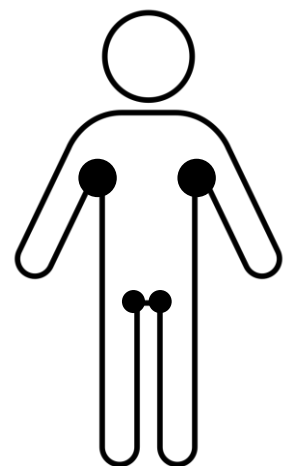
## Collection of axilla/groin swabs

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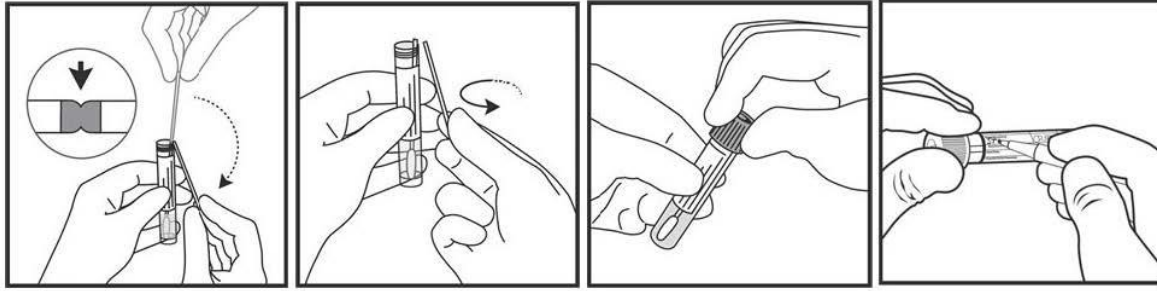
1. Prior to collection, perform hand hygiene and don appropriate PPE as indicated by the patient or resident clinical care team.
2. Open ESwab package and remove the tube and swab.



3. Grasp the plastic shaft of the swab and rub the soft end of the swab across each of the four sites described below 3-5 times. The same swab should be used to collect the specimen from each of the four sites.
  - Left and right **axilla** (armpit or crease of skin where the arm meets the body).
  - Left and right **groin** (inguinal crease where the leg meets the pelvic region).



4. Open tube and put soft end of swab in tube, ensuring that soft end of swab only touches the inside of the tube in the process.

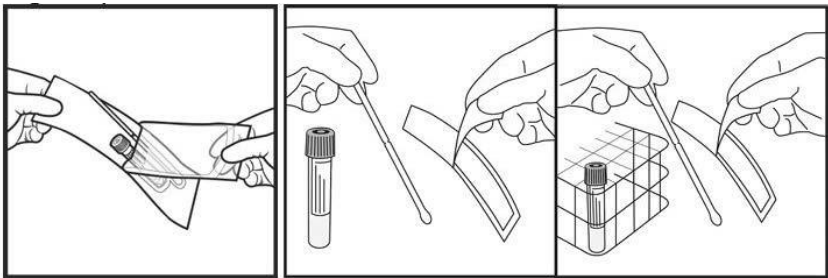


5. Break off swab at red score mark and screw on the cap.
6. Ensure each tube is labeled with at least two patient identifiers (full name, date of birth, patient ID or room number), specimen source (axilla/groin), and the date and time of collection.

## Collection of tracheostomy swabs

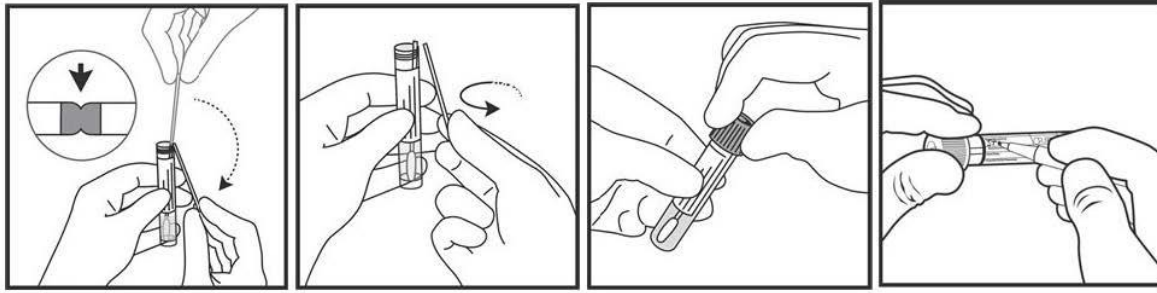
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1. Prior to collection, perform hand hygiene and don appropriate PPE as indicated by the patient or resident clinical care team.
2. Open ESwab package and remove the tube and swab.



3. Using aseptic technique, collect tracheostomy sample per facility policy.

4. Open tube and put soft end of swab in tube, ensuring that soft end of swab only touches the inside of the tube in the process.



5. Break off swab at red score mark and screw on the cap.
6. Ensure each tube is labeled with at least two patient identifiers (full name, date of birth, patient ID or room number), specimen source (trach), and the date and time of collection.

## **Labeling, packaging, and shipping axilla/groin and tracheostomy swabs**

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1. Ensure each tube is labeled with at least two patient identifiers (full name and date of birth), specimen source (trach or axilla/groin), and the date and time of collection.
2. Place closed tubes in the provided plastic pressure bag with absorbent material.
3. Place pressure bag in insulated shipping container with the frozen ice pack that was provided. The ice pack should be frozen at the time of shipment. Please do not use any other method to keep cold, for example ice cubes, bags of ice, or ice packs meant to keep food cold.

4. Include the completed requisition form in the insulated shipping container. Each specimen must be listed on the form with, at minimum, patient full name, date of birth, the date and time of collection, and specimen type. Forms should be separated from the specimens to avoid contamination of the paperwork.
5. Create shipping label. Follow the instructions for using Wisconsin State Laboratory of Hygiene's (WSLH) FedEx account that have been provided.
6. Package specimens.
  - **For large shipper:** Place pressure bag(s) with specimens in the provided cardboard box with Styrofoam insert. Seal box with packing tape and attach FedEx shipment label. Attach UN 3373 label (copy is included in instructions).
  - **For small shipper:** Place bag with specimens the small Styrofoam box provided. Place Styrofoam box inside provided FedEx UN3373 Overpack envelope and seal envelope.
7. Ensure specimens are shipped as Category B specimens by properly trained and certified individuals.
8. Ship to WSLH following the shipping instruction provided.
  - If a delay in shipment cannot be prevented, store the specimens with ice packs or in a refrigerator until shipment.
  - Specimens **must be received within 4 days** of collection.

This pictures shows the large shipper and everything you should receive when collecting axilla/groin or tracheostomy swabs. This includes:

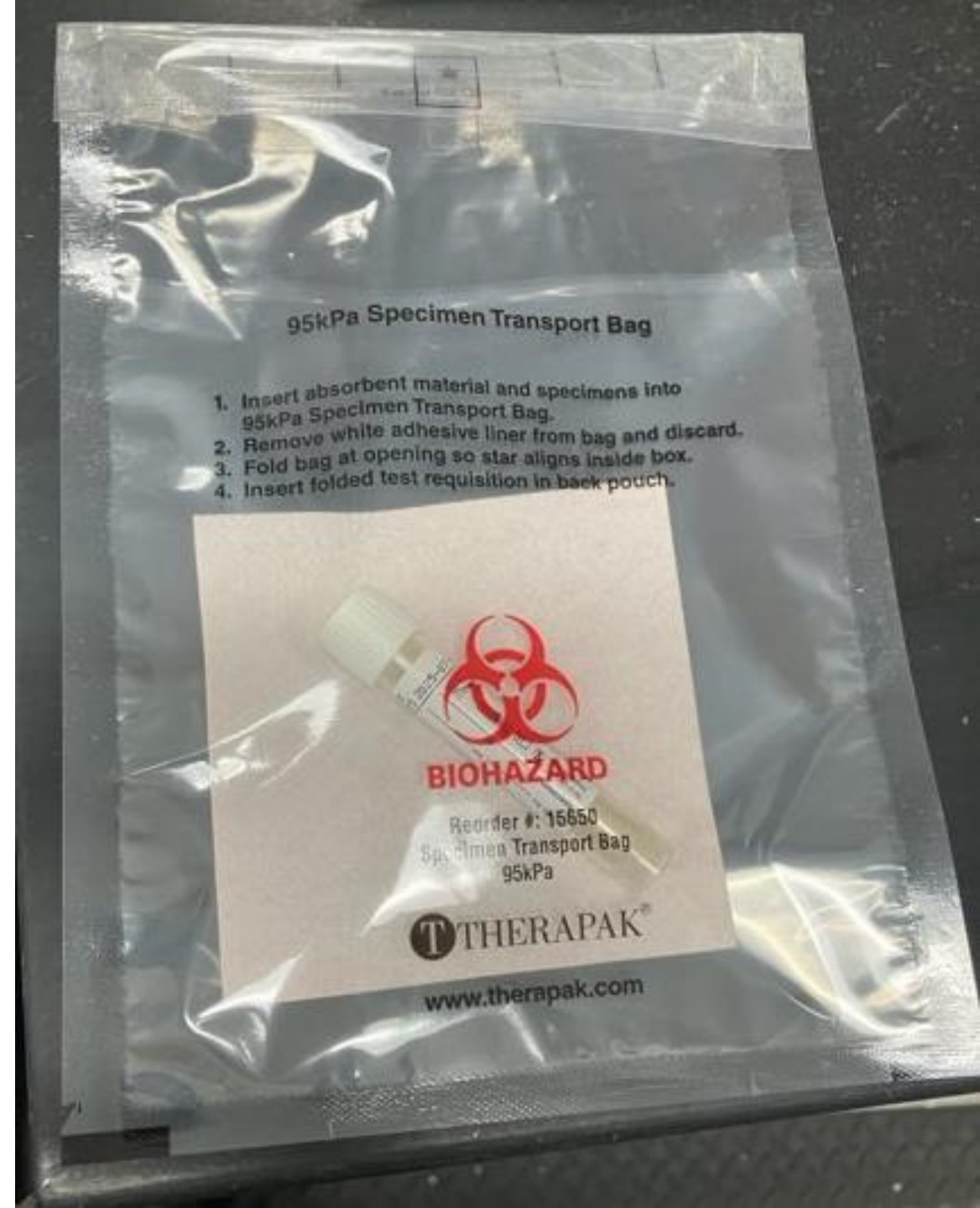
- Specimen collection instructions.
- Collection materials including Eswabs and pressure bags.
- Labeling, packaging, and shipping instructions.
- Shipping material including insulated shipping container and ice pack.





**This picture corresponds with step 2 of the labeling, packaging, and shipping instructions.**

Shown is how a Eswab tube should be placed within the provided pressure bag with the absorbent material following specimen collection.





**This picture corresponds with step 3 of the labeling, packaging, and shipping instructions.**

Shown is how specimens should be placed within the provided insulated shipping container with the ice pack. Each swab should be in its own pressure bag, so any leaks don't contaminate other specimens.



**This picture corresponds with step 4 of the labeling, packaging, and shipping instructions.**

This picture shows how the package should look before it's sealed and shipped back. The completed requisition form should be placed on top of the insulated container.



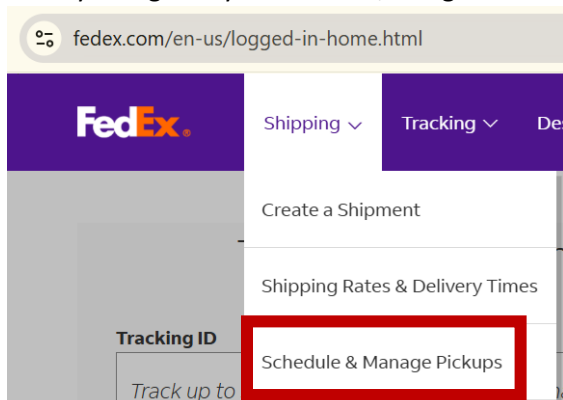


### AR Lab Network: Shipping specimens to WSLH

- A return label will have been sent, either included in the box of supplies, sent via email or as a billable stamp sent separately.
  - If sent via email, please print the label out.
  - If using a billable stamp, peel and attached to the package. Retain liner for your records as it contains the tracking number.
- Securely attach the label to the outside of the box.
- Package can be dropped off at a FedEx location (find a location at <https://www.fedex.com/en-us/shipping/drop-off-package.html>) or you can schedule a pickup through the FedEx website.

#### To schedule a FedEx Pickup

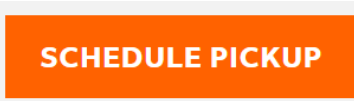
- If you don't have a FedEx account, you can call **1-800-GO-FEDEX** to schedule a pickup. **You will need the tracking number from the return label.**
- If you have your own FedEx account you can schedule a pickup from [FedEx.com](https://www.fedex.com). You can use a free FedEx account for this.
- Once you login to your account, navigate to the Shipping Tab and select "Schedule & Manage Pickups".



- Click the orange "Schedule a Pickup" button.



- Ensure you're in the Pickups tab on the left side of the screen and fill out the relevant information:
  - **Tracking number (from return label, this must be included in order to waive pick-up fees)**
  - Pickup address (address of your facility)
  - Service. Please select:
    - Package Pickup
    - FedEx Express
  - Number (1) and weight of packages
  - Pickup time and date.
- Once finished, press the orange "Schedule Pickup" button at the bottom of the form.





**UN3373**

**BIOLOGICAL SUBSTANCE  
CATEGORY B**