

SPECIMEN COLLECTION AND SHIPPING PROCEDURES

Colonization screening instructions
for multidrug-resistant organisms

COLLECTION OF RECTAL SWABS




Wisconsin State
Laboratory of Hygiene
UNIVERSITY OF WISCONSIN-MADISON

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


PURPOSE

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

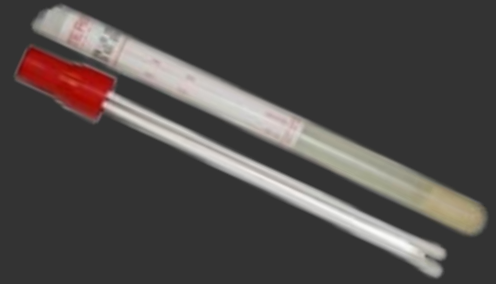
- Specimen collection instructions
 - Labeling, packaging, and shipping instructions
 - Shipping materials
-  Please save the cardboard box with Styrofoam insulated insert, pressure bag, and all materials. You will need these to return collected specimens for testing. If the materials include ice packs,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

OTHER MATERIALS NEEDED

- 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 RECTAL SWABS

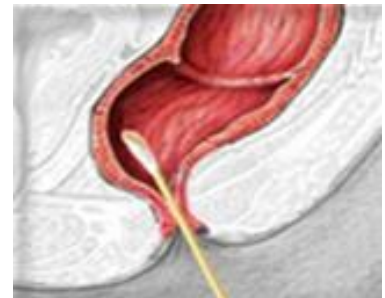
The swab and test tube necessary for rectal specimen collection in which you should have received as part of this kit should is shown here.



Collection of rectal swabs

1. Prior to collection, perform hand hygiene and don appropriate PPE as indicated by the patient or resident clinical care team.
2. Open sample collection kit (Cepheid #9000-0370)

3. Grasp the plastic shaft of the swab gently insert the tip of the soft end of the swab in the rectum approximately one inch.



4. Rotate swabs and then remove it. The swab should be lightly, but visible soiled to ensure adequate sample. Do not send heavily soiled swabs as they may result in an invalid test.

Adequate sample



Inadequate sample



5. Place swab in collection kit tube and secure cap. Reinforce the screw top with tape or parafilm.
6. Ensure each tube is labeled with at least two patient identifiers (full name, date of birth, patient ID or room number), specimen source (rectal), and the date and time of collection.

Labeling, packaging, and shipping rectal swabs

1. Ensure each tube is labeled with at least two patient identifiers (full name and date of birth), specimen source (rectal), and the date and time of collection.
2. Place closed tubes in the provided plastic pressure bag with absorbent material. Multiple swabs may be placed in a single bag.
3. 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.
4. Create shipping label. Follow the instructions for using Wisconsin State Laboratory of Hygiene's (WSLH) FedEx account that have been provided.

5. 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.

6. Ensure specimens are shipped as Category B specimens by properly trained and certified individuals.

7. 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 5 days** of collection.

This picture shows the large shipper and everything you should receive when collecting rectal swabs. This includes:

- Specimen collection instructions.
- Collection materials including swabs 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.

This picture shows how the 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.

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.



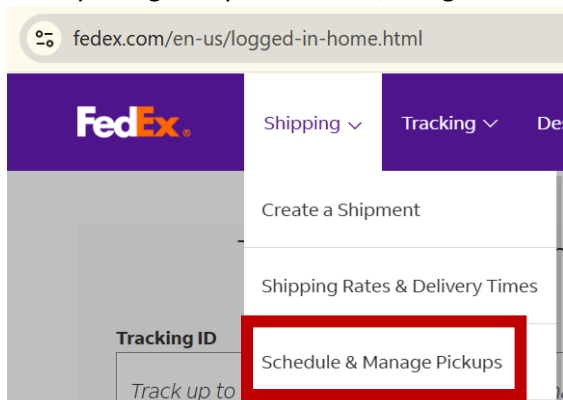


AR Lab Network: Shipping specimens to WSLH

- 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

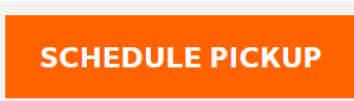
- If you don't have a FedEx account, you can call **1-800-GO-FEDEX** to schedule a pickup. **You will need the tracking number from the return label.**
- If you have your own FedEx account you can schedule a pickup from [FedEx.com](https://www.fedex.com). You can use a free FedEx account for this.
- 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**