

**Vermont Department of Health Laboratory (VDHL)**

**Physical: 359 South Park Dr, Colchester, VT 05446**

**Mailing: PO Box 1125, Burlington, VT 05402-1125**

**1-800-660-9997 (VT only) or 1-802-338-4724**

**INSTRUCTIONS FOR COLLECTION AND PACKAGING OF SEROLOGICAL SPECIMENS**

**Kit #13 contains:**

- 1 Red Top or Tiger Top blood collection tube
- Metal inner container
- Cardboard outer container
- 1 VDHL "*Clinical Test Request Form*" (Micro 220)
- 1 collection/packaging instruction sheet (Micro 405)

**Kit #14 contains:** all of the above, except the blood collection tube.

Kits can be stored at room temperature until needed.

**Collection of Specimen:**

1. Include patient name or ID#, date of birth and date of collection on the blood collection tube.
2. Aseptically collect approximately 7mL of blood into the collection tube, allow the blood to clot thoroughly and then centrifuge the tube to remove the serum from the clot. Gel separation tubes should be centrifuged no longer than 2 hours after blood collection. A minimum of 1mL of serum is required for testing.
3. Fill out the VDHL Clinical Test Request form (Micro 220) completely including:
  - ◆ Specimen Type. (Note serum if the blood tube has clotted and been centrifuged).
  - ◆ Name, address and phone number of health care provider
  - ◆ Patient's ID # or name and date of birth
  - ◆ Date of specimen collection
  - ◆ Test requested
  - ◆ Medical Insurance information (if applicable)
4. Place the labeled tube into the metal container. Screw the cap on tightly. Fold the requisition form and wrap around the outside of the metal container. Do not wrap the form around the collection tube. Place the requisition form and metal container into the cardboard outer container. Screw the cap on tightly.
5. For required specimen storage and shipping temperature and required time from specimen date of collection to date of receipt at the VDHL, please refer to the table on the back of this form.

In order to comply with postal regulations and ensure the safety of laboratory personnel and those involved in the transport of specimens, and to maintain integrity of the sample, the VT Department of Health Laboratory will accept for testing only those specimens that are packaged according to the these instructions.

If you have any comments or questions regarding these instructions, please call one of the telephone numbers listed on the top of this form.

**Thank you.**

Test	Specimen Storage Temperature and Maximum Time for Receipt from Date of Collection
Francisella	Room Temperature: within 2 hours if > 2 hours: frozen
Brucella	With a cold pack: 7 days
CT/GC – Urine container	Room Temperature: 24 hours
CT/GC – Urine GenProbe Container	Room Temperature: 30 days
CT/GC – GenProbe Swab	Room Temperature: 60 days
Legionella Urinary Ag	Room Temperature: 24 hours With a cold pack: 14 days
Hepatitis B Surface Ag Serum separated from the clot	With a cold pack: 8 days
Hepatitis B Core Total AB Serum separated from the clot	With a cold pack: 6 days
Hepatitis B Surface AB Serum separated from the clot	With a cold pack: 2 days
Hepatitis C Serum separated from the clot	With a cold pack: 10 days
HIV – Serum	Room Temperature: 2 days With a cold pack: 7 days
HIV – Oral Fluid	Room Temperature: 21 days
Measles, Mumps, Varicella IgG	Room Temperature: 2 days
Rubella IgG	With a cold pack - 8 days
Rubella IgM	Room Temperature: 2 days
Syphilis – FTA	Room Temperature: 8 hours With a cold pack: 2 days
Syphilis – RPR	Room Temperature: 5 days
Syphilis – VDRL (CSF)	Room Temperature: 5 days
Quantiferon	Not incubated, Room Temperature: 16 hours Incubated, Room Temperature: 3 days Incubated & serum separated, Room Temperature: 28 days