COVID-19 Specimen Collection and Submission Guidelines

For patients meeting the Novel Coronavirus (COVID-19) Case Definition, consultation, authorization and testing prioritization is available through the Indiana State Department of Health (ISDH) Epidemiology.

Unauthorized specimens will not be tested.

Following Epi consultation, the facility will be given an authorization number that should be included in the Provider Information section of the Virology LimsNet or paper form in the field labeled Influenza Sentinel Physician Number.

- The Virology Request Form, or LimsNet cover sheet must be received at ISDHL before the specimen can be tested.
- To sign up for LimsNet, call the LIMS Help Desk 317-921-5506.

Specimen Collection:

Click here for further information about collection guidelines: Specimens

Recommended Specimen Type is a Nasopharyngeal (NP) Swab

Shipping:

Authorized specimens should be shipped Category B, on cold packs, to:

Indiana State Department of Health Laboratories
Attn: Virology – COVID-19
550 W. 16th St., Suite B
Indianapolis, IN 46202

- Approved specimens arriving at ISDHL prior to 11:00 AM will be tested same day. Results will be available the same day testing is performed. Specimens received after 11:00 AM, but during normal dock receiving hours, will be tested the next day.
- Specimens will not be received after the normal dock receiving hours. Please keep specimens collected after normal dock receiving hours refrigerated and deliver during normal dock receiving hours:
  Monday - Friday     8:15 AM - 4:45 PM
  Weekends             10:00 AM - 4:00 PM
  Note: FedEx, USPS and UPS cannot be received over the weekend.
- The ISDHL testing results will only be reported back to the LimsNet submitter or facility listed in the Submitter Information of the paper form. It will be the responsibility of this entity to relay all laboratory results to the patient’s healthcare provider.

Please call 317-921-5500 or email isdh-lab-info@isdh.IN.gov for more information.
# Category B Packaging Checklist

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Yes/No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Manufacturer’s instructions followed.</td>
<td>No</td>
</tr>
<tr>
<td>Good quality packaging used.</td>
<td>No</td>
</tr>
<tr>
<td>Primary receptacles are sealed and leakproof.</td>
<td>No</td>
</tr>
<tr>
<td>Primary receptacle closures are secured with secondary means.</td>
<td>Optional</td>
</tr>
<tr>
<td>Multiple fragile primaries are wrapped individually.</td>
<td>No</td>
</tr>
<tr>
<td>Sufficient absorbent inside each secondary.</td>
<td>No</td>
</tr>
<tr>
<td>Secondary packaging properly sealed and leakproof.</td>
<td>No</td>
</tr>
<tr>
<td>Primary or secondary receptacle 95 kPa pressure compliant.</td>
<td>No</td>
</tr>
<tr>
<td>Itemized list of contents between secondary and outer packaging.</td>
<td>No</td>
</tr>
<tr>
<td>Outer package displays UN specification mark</td>
<td>No</td>
</tr>
<tr>
<td>Rigid outer packaging.</td>
<td>No</td>
</tr>
<tr>
<td>Check minimum external dimensions of outer packaging (one surface at least 100mm x 100mm).</td>
<td>No</td>
</tr>
</tbody>
</table>
Packaging a COVID-19 Specimen

Instructions for the Frontlines

1. Collect NP specimens. Place the NP in Viral Transport Media (VTM).

2. Label the specimen with the patient’s last name, first name, date of birth, specimen type, and date of collection.

3. Place the labeled specimen into the zippered section of biohazard transport bag and close securely.

4. Complete the virology requisition. Place in the outside pocket of the biohazard bag. It should NOT be in the same pocket as the specimen.

5. Store specimen refrigerated until ready for transport/pickup.

Document last updated: 03/13/2020
SENDER (from): ________________________________________________________________

CONSIGNEE (to): The Indiana State Department of Health Laboratories

NAME AND TELEPHONE NUMBER OF PERSON RESPONSIBLE FOR THE SHIPMENT:

Name: ________________________________________________________________

Phone Number: ________________________________________________________________

_________________________  ____________________________  ____________________________  ____________________________  

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BIOLOGICAL SUBSTANCE
CATEGORY B