

## 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](mailto:isdh-lab-info@isdh.IN.gov) for more information.**

## Category B Packaging Checklist

<b>Manufacturer's instructions followed.</b>	<input type="checkbox"/>
<b>Good quality packaging used.</b>	<input type="checkbox"/>
<b>Primary receptacles are sealed and leakproof.</b>	<input type="checkbox"/>
<b>Primary receptacle closures are secured with secondary means.</b>	Optional
<b>Multiple fragile primaries are wrapped individually.</b>	<input type="checkbox"/>
<b>Sufficient absorbent inside each secondary.</b>	<input type="checkbox"/>
<b>Secondary packaging properly sealed and leakproof.</b>	<input type="checkbox"/>
<b>Primary or secondary receptacle 95 kPa pressure compliant.</b>	<input type="checkbox"/>
<b>Itemized list of contents between secondary and outer packaging.</b>	<input type="checkbox"/>
<b>Outer package displays UN specification mark</b>	<input type="checkbox"/>
<b>Rigid outer packaging.</b>	<input type="checkbox"/>
<b>Check minimum external dimensions of outer packaging (one surface at least 100mm x 100mm).</b>	<input type="checkbox"/>

# 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.

**KEEP REFRIGERATED**

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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