



North Carolina Department of Health and Human Services
State Laboratory of Public Health

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**CLINICAL LABORATORY CHECKLIST
for SUBMITTING EBOLA SAMPLES to the
North Carolina State Laboratory of Public Health**

COMMUNICATIONS:

- 1. Contact the **Communicable Disease Branch 24/7(919-733-3419)** to determine if testing is warranted and to discuss control measures. *****Prior approval for testing is necessary before collecting samples.*****
- 2. If decision is made to test, contact **NCSLPH-Bioterrorism and Emerging Pathogens (BTEP) Unit 24/7 (919-807-8600)** to discuss specimen collection, submission forms, packaging/shipping requirements, transport, and communication.

SPECIMEN COLLECTION:

- 3. Collect 2 (4 mL) plastic purple-top EDTA tubes (1 for NCSLPH and 1 will be forwarded on to CDC by NCSLPH). **Glass tubes will not be accepted.**
- 4. Ensure patient name, DOB, and collection date are on the tube.

SUBMISSION FORMS:

- 5. Fill out the required three (3) submission forms referenced below in their entirety, ensuring that the identifiers on the tube match the information on the submission forms. Completed submission forms **MUST** be faxed to the BTEP Unit for review prior to packaging at 919-715-1840.
 - NCSLPH-BTEP Submission Form
<http://slph.state.nc.us/Forms/DHHS-5010-BTEmergingPathogens-0313.pdf>
 - CDC Viral Special Pathogens Branch Diagnostic Specimen Submission Form
<http://www.cdc.gov/nceid/dhcpp/vspb/pdf/specimen-submission.pdf>
 - CDC 50.34 DASH Form
<http://slph.state.nc.us/Forms/CDC-Dash-NCSLPH-013114.pdf>

10.24.14

www.ncdhhs.gov • www.publichealth.nc.gov • http://slph.ncpublichealth.com
Location: 4312 District Drive • Raleigh, NC 27607 • Tel 919-733-7834 • Fax 919-733-8695
Mailing Address: 1918 Mail Service Center • PO Box 28047, Raleigh, NC 27611-8047
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can also be found on CDC's website but the form located on the NCSLPH website is prepopulated for you with appropriate NCSLPH information, you will just need to fill in patient/sample specific information

PACKAGING/SHIPPING:

REMINDERS: *You must be trained and certified in packaging/shipping of hazardous materials in order to package/transport Category A or Category B infectious substances.**

***You must use UN Certified packaging for Category A infectious substances.

***You must package samples submitted for Ebola testing as Category A using the required **triple packaging** system!

Primary container must be leak-proof, sealed, surrounded by absorbent material, and cushioned. The purple-top tube is considered the primary container.

Secondary container should be leak-proof, sealed, contain absorbent material, and labeled with a Biohazard label. **The NCSLPH strongly recommends a hard-walled, rigid container be used for the secondary container.**

Outer container must be a UN Certified rigid container labeled with the Infectious Substance label, proper shipping name UN 2814 "Infectious Substance, Affecting Humans", shipper name and address, name and 24/7 phone # of responsible person with knowledge of contents and emergency response information, and destination name and address with 24/7 phone #.

- 6. Seal each of 2 plastic purple-top EDTA tubes separately with parafilm.
- 7. Wrap sealed tubes separately with absorbent material then place in separate biohazard ziploc bags and seal.
- 8. Wrap each sealed biohazard ziploc bag with bubble wrap and place into secondary container.
- 9. Place cold pack inside a sealed ziploc bag and place inside the secondary container.

NOTE: Purple-top EDTA specimens for Ebola testing require refrigerated (4°C) transport if receipt within 72 hours of collection.

- 10. Place Biohazard label on outside of secondary container.
- 11. Wrap completed submission forms (3) around secondary container.

NOTE: 1 set of the 3 submissions forms is acceptable and will be split for appropriate testing facility (BTEP Submission Form will remain at the NCSLPH and the 2 CDC forms will accompany the 2nd sample being forwarded on to CDC).

- 12. Ensure that the outer container is UN Certified (denoted by UN Certification symbol).
- 13. Ensure that the outer container is stamped or labeled with the proper shipping name (UN 2814 "Infectious Substance, Affecting Humans").
- 14. Ensure that the outer container is stamped or labeled with the new Infectious Substance 6 label.

- 15. Ensure that the outer container contains packing material to prevent secondary container from moving around.
- 16. Label outside container with shipper name and address, as well as name and 24/7 phone # of responsible person who is aware of contents and emergency response information.
- 17. Label outside container with destination name and address with 24/7 phone # (919-807-8600). Address all samples being tested by the BTEP Unit as follows:

**ATTENTION: Bioterrorism and Emerging Pathogens Unit
North Carolina State Laboratory of Public Health
4312 District Drive
Raleigh, NC 27607-5490
919-807-8600**

- 18. Fill out a Shippers Declaration as required for ALL Category A packages.

TRANSPORT:

- 19. The BTEP Unit will arrange for transport via courier. Shipment of specimen will be discussed during consult with the BTEP Unit.

*****DO NOT send Category A packages through State Courier system.*****

- 20. Call the BTEP Duty Phone (919-807-8600) when specimen has been picked up by courier.

*****Subject to change as guidance is updated.*****

If you have any questions, please contact us:

Kristi Jenkins 828-772-9372 kristi.jenkins@dhhs.nc.gov

Barbie Page 252-714-0184 barbie.page@dhhs.nc.gov

Main line NCSLPH-BTEP 919-807-8765