

Using the NCSLPH COVID-19 Specimen Collection Kit and Category B Shipping

- 1 Fully freeze the provided cold packs.

The Remel media (pink liquid) can be kept at room temperature until specimens are collected.

- 2 Wear appropriate PPE and collect a nasopharyngeal (NP) swab:

Insert swab into nostril parallel to palate until resistance is met.

Leave in place a few seconds then slowly remove swab while rotating.

Place swab tip into media vial, snap or cut off excess shaft, and secure cap.

- 3 Write or print the following information on the specimen label on the vial:

Patient First and Last Name

Collection Date

Date of Birth

Specimen: NP Swab

- 4 Seal the specimen and absorbent sheet(s) inside the provided biohazard bag.

- 5 Fill out the COVID-19 Form completely and slide into sleeve on back of bag.

- 6 Refrigerate specimen at 2-8°C until shipping. Refrigerated specimens must be tested within 72 hours and shipped on cold packs.

If longer storage is needed, freeze specimen at -70°C and ship instead on dry ice, following IATA PI 954. The small kit boxes are not suitable for dry ice.

- 7 Place frozen cold packs and individually bagged specimen(s) in the insulated shipping container and seal with clear tape.

- 8 Place the provided UN3373 Category B label on the outer shipping container at a 45° angle, like this:



- 9 Return specimens by either:

1. Overnight by UPS. Print label the day of shipment using our Complete View Returns account.

UPS does not deliver on Sundays.

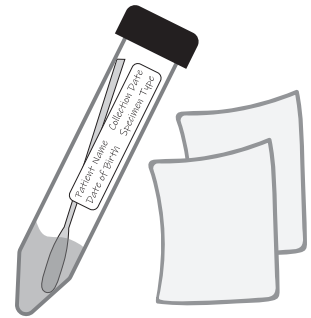
2. Hand deliver to our loading dock (right-side door) from 8am - 5pm Mon. - Fri., 8am - 12pm Sat. & Sun.

If delivering after hours, use the left-side door and ring bell for State Capitol Police to respond.

The State Courier cannot ship COVID-19 specimens.

All individuals packaging and shipping Category B Biological Substances, such as COVID-19 specimens, must have documented training.

Email us at slph.covid19@dhhs.nc.gov or call us at 919-733-3937 if you have questions.



Specimen and absorbent sheet(s) go in the biohazard bag



COVID-19 Form goes in the sleeve on the back

