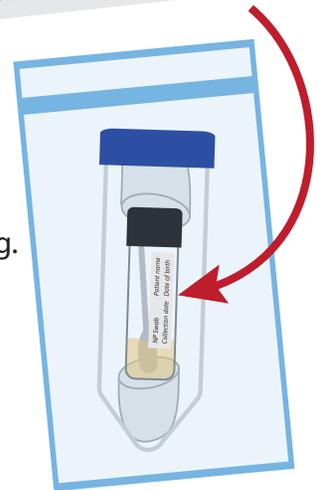


Checklist for using the NCSLPH COVID-19 Specimen Collection Kit

- Keep the viral transport medium (VTM) refrigerated at 2 - 8°C until ready to use.
- Wear appropriate PPE and collect a nasopharyngeal (NP) swab:
 - Insert swab into nostril parallel to the palate until resistance is met.*
 - Leave in place a few seconds then slowly remove swab while rotating.*
 - Place swab tip in the vial of VTM, aseptically cut off excess shaft, securely cap vial.*
- Fill out specimen label with data shown on right and place directly on the vial of VTM.
Do NOT put the label on the plastic conical tube, it is just used for transport.
- Place vial back inside the conical tube between the padding, then seal inside plastic bag.
- Fill out the COVID-19 Form completely for each specimen.
The form cannot go in the small bag with the specimen, in case of leaks.
- Refrigerate specimen at 2 - 8°C until ready to ship. Three specimens fit in the small box.
- Send back the cold packs! The specimen must be cold, and NCSLPH reuses them.**
- Cut out the printed UN3373 Category B label and tape on outside of the package.
- Transport to NCSLPH by one of two methods: **The State Courier cannot ship COVID-19 specimens.**
 1. Overnight by UPS, printing a prepaid label using our Complete View Returns account.
 2. Hand deliver to our loading dock from 8am - 5pm Mon. - Fri., 8am - 12pm Sat. & Sun.

NP Swab Patient name
Collection date Date of birth



V2. 04282020

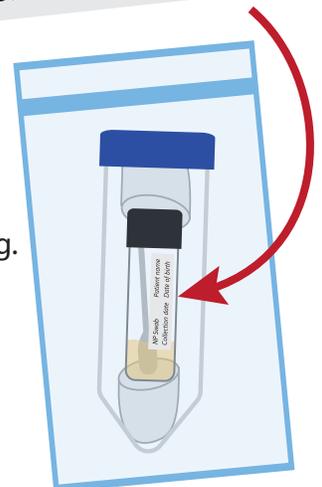
Call us at 919-733-3937 or email us at slph.covid19@dhhs.nc.gov if you have questions.



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