



## Collection and Shipping Materials List

The following items are included with this shipment for collection and shipment of the scheduled colonization screening.

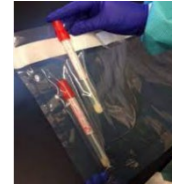
- 1. Copan Cepheid Rectal Swabs Collection Device (Liquid Stuart Swabs 900-0370)



- 2. Individual Plastic Transport Sleeve (only 1 swab per sleeve)



or Multi-Swab Plastic Transport Sleeve (15 swabs)



- 3. Specimen Transport Leakproof Polybag with absorbent material

a.



STP-711 (Small) Saf-T-Pak biohazard bag with absorbent can hold up to 3 swabs in individual plastic transport sleeves.

b.



STP-741 (Large) Saf-T-Pak biohazard bag with absorbent can hold up to two 15-slot Multi-Swab Transport Sleeves or 30 swabs in individual plastic transport sleeves.

- 4. Category B Shipping Box

a. STP-210 (Small) can hold up to four (4) STP-711 Saf-T-Pak biohazard bags.



b. STP-250 (Medium) can hold up to 2 STP-741 or two 15-slot Multi-Swab Transport Bag)



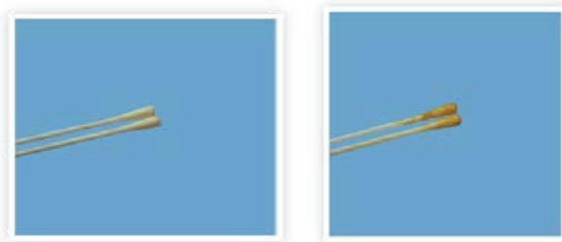
- 5. FedEx Return Label(s)





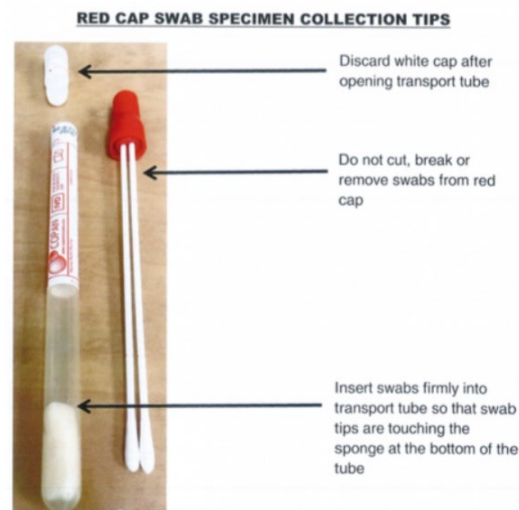
## **Sample Collection**

1. Open swab packaging and remove both swabs. (**Do Not break or cut swabs from the Red Tube Cap**).
2. Collect specimen from patient by inserting both swab tips approximately 1 cm beyond anal sphincter and rotate gently. See Figure 1. for examples of acceptable swabs. **Highly soiled swab specimens should not be collected, also do not use lubricants for swab collection.**



**Figure 1. Acceptable Swab Collection Examples**

3. Remove the dotted scored sealed cap from the collection device transport tube by rotating to break the seal, lift off and discard the White cap. **See Figure 2 Below**
4. Place the dual swab attached to the red cap into the transport tube and secure tightly. Do not cut, break, or remove swabs from red cap.
5. Insert swabs firmly into transport tube so that swab tips are touching the sponge at the bottom of the tube.
6. Label collection device tube with an **electronically prepared label** that contains the patient's first and last name, Date of Birth (DOB) and collection date.
7. Swabs may be stored in collection device prior to shipping and can be shipped at ambient temperature.
8. Swabs should be shipped overnight.



**Figure 2. Swab Specimen Collection Tips**

**Packaging Swabs**

1. Place collection tube into an individual or multi-swab transport plastic sleeve.



2. Insert plastic sleeve(s) into leakproof polybag [STP-711 (small) or STP-741 (large)] with an absorbent pad, see Figure 3.



**Figure 3. Swab packaging**

3. Place sealed polybag into the shipping box.
4. Place the provided FedEx label onto the outside of the box. If you do not have a routine FedEx pickup call 1-800-GO FEDEX to arrange for pickup.

**Please Note: specimens improperly collected, packaged or shipped may be rejected for testing.**



### **Spreadsheet Submission and the Health Commerce System (HCS)**

1. Complete the excel spreadsheet provided to you. **Please DO NOT modify or encrypt the spreadsheet.**
2. Fill in the required information:
  - Test Name- CRE Colonization Testing – Primary Specimen
  - Specimen Source Type
  - Submitter Specimen ID (identifier or N/A)
  - Submitter Patient ID
  - Collection Date
  - Patient Last Name
  - Patient First Name
  - Patient Birthdate
  - Patient Sex
  - Patient State
  - NYS County (county name or “out-of-state”)
  - Facility Contact Person
  - Facility Contact Telephone Number
  - Facility of Residence
3. Please email the spreadsheet to your assigned Epi staff for submission.
4. A shipping manifest will be created and emailed back to you.
5. Include shipping manifest with your shipment.

### **HCS Account Help**

For licensed clinical laboratories with a valid PFI number or county or regional health department, contact your HIN/HCS coordinator to create your HCS account and gain access to CLIMS. For all others, request access by submitting a signed ‘Request for Access to the Wadsworth Center Laboratory Information Management System (CLIMS) form and fax to (518) 474-8140 or (518) 473-1326.