Instructions for Specimen Submission

TEST REQUISITION FORM

Please print or type all information. Complete a separate Test Requisition Form for each patient. For major hospital and institutions, a line list is sufficient.

Required information includes the following:

- Name of authorized submitter (i.e. physician or laboratory)
- Physician name if different from the submitter
- Submitter address and telephone number
- Submitter accession number (if applicable)
- Patient's name
- Date of birth (if non-tick specimen)
- Nature of specimen (serum, tick, etc.)
- Date and Time of sample collection (if non-tick specimen)
- Test requested

Requisition forms are available upon request. Use for human testing.

SAMPLE REQUIREMENTS

TICKS: All species of ticks will be tested. Tick specimens should be sent in a crush resistant container if being mailed. If being dropped off or sent by courier, ticks can be put into a zip lock baggie and submitted along with filled out submission form. Forms can either be found at www.ticktests.com or call **978-274-2943** for one to be mailed or Faxed. For institutions requisition forms are available. Custom forms are also available upon request. Transport ticks under ambient conditions.

SERUM: Blood samples should be collected aseptically into a red-top, non-anti-coagulant vacutainer tube. The serum portion should be separated after clotting (20-30 minutes) and transferred to an appropriate plastic tube if possible which is labelled with the patient's name and the date and time of collection clearly and indelibly marked on the tube. The tube should be sealed tightly and put into a biohazard bag then a crush proof container following the DOT regulations for transporting biohazard material (information can be found at http://www.phmsa.dot.gov/hazmat). A serum volume of 0.5mL or more is requested for testing. Transport serum immediately under ambient conditions. If not sent immediately, refrigerate the sample at 2-6^{o}C for up to 24 hours. If the sample will not be shipped within 24 hours of collection, then freeze it at $\leq$-16^{o}C.

PLASMA: Blood samples should be collected aseptically into an EDTA (purple top) tube. The tube should be spun and the plasma portion transferred to an appropriate plastic tube if possible which is labelled with the patient's name and the date and time of collection clearly and indelibly marked on the tube. The tube should be sealed tightly and put into a biohazard bag then a crush proof container following the DOT regulations for transporting biohazard material (information can be found at http://www.phmsa.dot.gov/hazmat). A plasma volume of 0.5mL or more is requested for testing.

Transport plasma immediately under ambient conditions. If not sent immediately, refrigerate the sample at 2-6°C for up to 24 hours. **DO NOT FREEZE WHOLE BLOOD.**

WHOLE BLOOD: Blood samples should be collected aseptically into an EDTA (purple top) tube and labelled with the patient's name and the date and time of collection clearly and indelibly marked on the tube. The tube should be sealed tightly and put into a biohazard bag then a crush proof container following the DOT regulations for transporting biohazard material (information can be found at http://www.phmsa.dot.gov/hazmat). A blood volume of 0.5mL or more is requested for testing. Transport whole blood immediately under ambient conditions. If not sent immediately, refrigerate the sample at 2-6°C for up to 24 hours. **DO NOT FREEZE WHOLE BLOOD.**

CSF: CSF samples should be collected aseptically and transferred into a plastic screw-capped, sterile vial. All specimen containers must be clearly labelled with the patient's name and the date and time of collection. The tube should be sealed tightly and put into a biohazard bag then a crush proof container following the DOT regulations for transporting biohazard material (information can be found at http://www.phmsa.dot.gov/hazmat). A CSF volume of 1.0mL or more is requested for testing. If necessary a minimum volume of 0.5mL may be submitted. A concomitant serum specimen must accompany a CSF sample if a CSF/serum antibody ratio is to be determined. Transport CSF immediately under ambient conditions. If not sent immediately, refrigerate the sample at 2-6°C for up to 24 hours.

SYNOVIAL FLUID: Synovial fluid samples should be collected aseptically and transferred into a plastic screw-capped, sterile vial. All specimen containers must be clearly labelled with the patient's name and the date and time of collection. The tube should be sealed tightly and put into a biohazard bag then a crush proof container following the DOT regulations for transporting biohazard material (information can be found at http://www.phmsa.dot.gov/hazmat). A synovial fluid volume of 0.5mL or more is requested for testing. Transport synovial fluid specimens immediately under ambient conditions. If not sent immediately, refrigerate the sample at 2-6°C for up to 24 hours.

Be sure that individual tubes are labeled using indelible ink with the patient name and collection date and time.

Unacceptable Specimens

1. **Needles**
2. **Animal blood specimens**
3. **Improperly labeled specimens**

SPECIMEN TRANSPORT

1. Temperature Requirements
   Specific temperature transport requirements are provided under each assay description (see Laboratory Services).
2. Shipment of any biological material must comply with the regulations of the **DOT and IATA**:
   a. The primary receptacles must be leak-proof and must not contain more than 1L.
   b. The secondary packaging must be leak-proof.

c. If multiple fragile primary receptacles are placed in a single secondary packaging, they must be either individually wrapped or separated to prevent contact between them.
d. Absorbent material must be placed between the primary receptacle and the secondary packaging. The absorbent material must be in enough quantity to absorb the entire contents of the primary receptacle(s) so that any release of the liquid substance will not compromise the integrity of the cushioning material or the outer packaging.
e. The secondary container is placed in the outer cardboard mailer or Styrofoam container.
f. The completed test requisition form is placed between the outer and the inner shipping containers or placed in a sealable plastic bag.
g. Specimens may be shipped via courier, overnight delivery service, or the US Mail.

3. Care should be taken when collecting and handling specimens to avoid contaminating the outside of the container.