



NC DEPARTMENT OF
**HEALTH AND
HUMAN SERVICES**
Division of Public Health

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Division of Public Health

SCOTT M. SHONE, PhD, HCLD (ABB) • Laboratory Director, State
Laboratory of Public Health

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

COMMUNICATIONS:

1. ***Prior approval for testing is required before collecting specimens.*** Contact **Communicable Disease Branch 24/7 (919-733-3419)** to determine if testing is warranted and discuss control measures.
2. If testing is approved, 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 two (2) plastic EDTA (purple-top) tubes with 4 ml of whole blood in each. NCSLPH may send the 2nd tube to CDC. Glass tubes will not be accepted. (For pediatric samples, collect two (2) pediatric-sized collection tubes with 1 ml each.) Acceptable specimens also include serum, plasma and urine. Do not separate and remove serum or plasma from the primary collection container. If collecting urine, it will only be tested if submitted alongside a blood specimen from the patient. Urine should be collected in a sterile specimen cup with minimum volume of 3ml.
4. Label specimens with patient name/ID#, date of birth and collection date.

SUBMISSION FORMS:

5. Complete the required three (3) submission forms referenced below in their entirety, confirming the identifiers on the tube match the information on the submission forms. Completed submission forms **MUST** be faxed to the NCSLPH BTEP Unit for review prior to packaging at 919-715-1840.
 - NCSLPH-BTEP Submission Form
<https://slph.ncpublichealth.com/Forms/5010-BT-EmergPathogens-20180508.pdf>
 - CDC Viral Special Pathogens Branch Diagnostic Specimen Submission Form
<https://www.cdc.gov/ncezid/dhcpp/vspb/pdf/specimen-submission-508.pdf>
 - CDC 50.34 DASH Form
<https://slph.ncpublichealth.com/Forms/50-34-CDC-NCStateLabPublicHealth.pdf>

NC DEPARTMENT OF HEALTH AND HUMAN SERVICES • DIVISION OF PUBLIC HEALTH • STATE LABORATORY OF PUBLIC HEALTH

LOCATION: 4312 District Drive, Raleigh, NC 27607

MAILING ADDRESS: 1918 Mail Service Center, Raleigh, NC 27699-1918

www.ncdhhs.gov • <http://publichealth.nc.gov> • slph.ncpublichealth.com • TEL: 919-733-7834 • FAX: 919-733-8695

AN EQUAL OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER

PACKAGING/SHIPPING:

- ✓ You must be trained and certified in packaging/shipping of hazardous materials in order to package/transport Category A infectious substances.
- ✓ You must use UN Certified packaging for Category A infectious substances – triple layer packaging.

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. **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 and 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.
- 10. Place Biohazard label on outside of secondary container.
- 11. Wrap 1 set of the 3 completed submission forms around secondary container.
- 12. Confirm the outer container is UN Certified (denoted by UN Certification symbol).
- 13. Confirm the outer container is stamped or labeled with the proper shipping name (UN 2814 “Infectious Substance, Affecting Humans”).
- 14. Confirm the outer container is stamped or labeled with the ‘Infectious Substance 6’ label.
- 15. Ensure 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. Complete a Shippers Declaration as required for ALL Category A packages.

TRANSPORT:

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

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

20. Call the NCSLPH 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

24/7 Duty phone 919-807-8600