

Syphilis, HIV and Hepatitis

Syphilis, HIV and Hepatitis Collection:

1. Submit at least 3ml of serum in a screw-capped serum tube. Alternatively, collect at least 7-10ml of whole blood in a red top venipuncture or serum separator tube. Label the specimen tube with patient identifier and collection date. Specimens without a patient ID or collection date will be considered unsatisfactory and will not be tested.
2. Patient ID and collection date must match those recorded on the specimen tube. Any incomplete information will cause significant delays in receiving results.
3. Complete a LimsNet entry for the sample, ensuring that the patient information on the specimen tube matches the information on the entry. Specimens lacking complete information will not be tested.

Syphilis, HIV and Hepatitis Packaging and Shipment:

Note: Specimens should be refrigerated at 4° C if held prior to shipping.

Serum or whole blood in centrifuged serum separator tubes may be shipped at ambient temperature. Shipping whole blood in red top tubes at ambient temperature may result in hemolysis and a specimen unsatisfactory for testing.

1. Use a UN3373 Biological Substance, Category B shipping container or 1B HIV, 5B Syphilis or 11B Hepatitis containers provided by ISDH. ISDH containers may be obtained by phoning (317) 921-5875.
2. The specimen should be wrapped in absorbent material and then placed in a secondary leakproof packaging.
3. Place the LimsNet coversheet or any other documents in the outer container or in a plastic bag to prevent contamination from specimen. The secondary packaging and paperwork should be placed in a rigid outer packaging, which should then be labeled with the designation "UN3373, Biological Substance, Category B". The package must also be labeled with both the sender's and consignee address and phone numbers, and also the name and phone number of the party responsible for shipping the package.
4. Complete the appropriate shipping label and affix to the outer mailer with a return address and all appropriate shipping labels. Specimens may be shipped via private service, such as UPS or Fed Ex, or USPS.
5. Specimens should be shipped to arrive at ISDH Monday through Friday. Shipping specimens which will be in transit during the weekend or holiday is not recommended. All specimens may be shipped on cold packs if possible.
6. All patient specimens should be packaged and labeled in accordance with federal shipping regulations, using Biological Substances, Category B. Please use the above packing instructions to assure compliance with both private carrier and D.O.T. shipping regulations and to minimize breakage and leakage of the specimen. Broken or leaking specimens present a biohazard and cannot be tested.
7. Specimens submitted by courier should be packaged securely to prevent breakage. Loose specimens in Ziploc bags increase the chance of breakage and

biohazard. Broken or leaking specimens present a biohazard and cannot be tested.

Note: **ALL** serology samples must meet the following timeline requirements or they will **NOT** be tested by ISDH Labs:

- 1) HIV, Hepatitis C, and syphilis serology specimens must be received in the ISDH Lab by 10:00 am on the fifth calendar day after collection.
- 2) Hepatitis B serology specimens must be received in the ISDH Lab within 48 hours after collection.
- 3) HIV OraSure specimens must be received in the ISDH Lab by the fourteenth calendar day after collection and before the date of expiration on the transport media.

Please note: If a specimen is frozen as serum or Orasure and remains frozen in transit, then the timeline requirements are extended.

DIRECT QUESTIONS TO: 317-921-5858