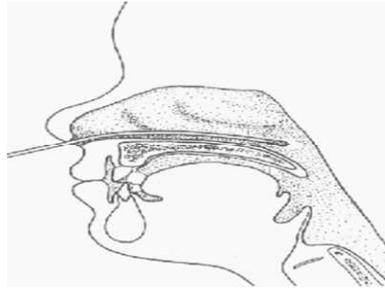


## Completing the Test Requisition, Packaging Specimens and Transport to OSPHL

1. Complete the test requisition, fill in all shaded boxes. Include:
  - Patient full name or unique identifier
  - Date of Birth
  - County of Residence or Zip Code
  - Date of Collection
  - Gender
  - Outbreak number

**Complete a separate request form for each specimen (a dual swab counts as one specimen).**

2. Fold requisition for one specimen in half and place it in the outer pocket of the specimen biohazard bag with the top of the test requisition facing out. Leave all unused bar codes on the test requisition. They will be used at OSPHL.
3. Place the UTM tube in the sealable pocket of the specimen biohazard bag. Be sure that the cap on the UTM tube is securely fastened.
4. Even though the UTM can be stored at room temperature, once a patient specimen is added **it must be maintained at 2-8°C**. Transport the specimen in a container which can maintain 2-8°C during transport such as a Styrofoam or hard sided cooler with a frozen gel pack.



### NASOPHARYNGEAL SWAB METHOD:

1. We recommend infection control (IC) precautions as described at: <http://www.cdc.gov/flu/professionals/infectioncontrol/maskguidance.htm>.
2. Have patient sit with head against a wall as patients have a tendency to pull away during this procedure.
3. Insert swab into one nostril **straight back** (not upwards) and continue along the floor of the nasal passage for several centimeters until reaching the nasopharynx (same distance as from nostrils to external opening of ear). Do not force swab, if obstruction is encountered before reaching the nasopharynx, remove swab and try the other side.
4. Rotate swab gently for 5-10 seconds to obtain infected cells.
5. For an optimal sample, repeat procedure using other nostril.
6. Place swab in transport medium.
7. Bend or cut shaft to completely seal transport tube.
8. Be sure cap is securely fastened.



## Submitting Specimens for Influenza-Like Illness (ILI) Outbreak Testing

**Oregon State  
Public Health Laboratory**  
3150 NW 229<sup>th</sup> Ave Suite 100  
Hillsboro, OR 97124  
503-693-4100

# INSTRUCTIONS FOR SUBMITTING SPECIMENS FOR INFLUENZA-LIKE ILLNESS (ILI) OUTBREAK TESTING

## Acceptable Specimens:

- Nasopharyngeal swab
- Nasal swab
- Throat swab
- Nasal aspirate
- Nasal wash
- Dual nasopharyngeal/throat swab
- Bronchoalveolar lavage
- Bronchial wash
- Tracheal aspirate
- Sputum
- Lung Tissue

## Collection Kit Contents:

- Nasopharyngeal (NPS) swab
- Throat Swab
- Universal Transport Media (UTM)
- Biohazard specimen transport bag
- Absorbent material
- Test request form

## Procedure:

1. Specimens should be collected from patients within 3 days of clinical onset and not later than 5 days after onset.
2. Collect an approved specimen type. If not using the OSPHL provided swabs, use only swabs made with a Dacron polyester tip or a flocked swab on a plastic shaft. Wooden shaft swabs are unacceptable.
3. Place swab in the Universal Transport Media Tube (UTM) and break off the shaft, leaving the swab head inside the UTM tube. If using dual swabs, place both in the same vial. **Failure to** break off swabs will cause leakage and the specimen will be unsatisfactory for testing.
4. Label the UTM tube. Each tube must be labeled with **two** unique identifiers such as patient full name; patient ID or health record number; specimen bar code from the bottom of the test request form (it has a line for you to write in the other patient identification)



5. Place bar code label lengthwise on the specimen tube. The label should read left to right and bottom to top as shown above.
6. Instructions for completing the requisition and packaging the specimen for transport are continued on the back.

### OSPHL Contact information:

*Virology/Immunology 503-693-4100*

*Courier Service: 503-693-4100*

*To order supplies 503-693-4114*

*Online Stockroom Order Request form:  
<http://public.health.oregon.gov/Laboratory/Services/Documents/stock3.pdf>*