RVP Sample Handling and Storage

PURPOSE

- This procedure provides instructions for sample acceptability, handling and storage

SAFETY CONSIDERATIONS

- Standard precautions. Refer to MB 2.02 Biohazard Containment
- Use of engineering controls: Refer to MB 3.01 Engineering Controls to Prevent Nucleic Acid Contamination

MATERIALS REQUIRED

Equipment	Media	Supplies
BioSafety Cabinent (BSC)	Viral Transport Media (VTM) with glass beads	Dispo Pipettes
Refrigerator, 2 - 8° C		2 ml cryovials
Vortex mixer		

SAMPLE

A. Acceptable specimens

Specimen type	Specimen code	Volume	Transport container
Nasopharyngeal swab	**NP**	2 wire NP swabs	▪ NP CultureSwab™ Rayon wire mini-tip swab in Liquid Stuart's, green top
Nasopharyngeal aspirate	**NASP**	1 – 2 mL (0.5 ml minimum)	Sterile, plastic leak proof container
Nasopharyngeal washing	**NW**		
Bronchoscopy	**BR**		
Bronchial alveolar lavage	**BAL**		
Bronch aspirate	**BASP**		
Bronch wash	**BRW**		

B. Transport and Storage: For additional information refer to Specimen Collection Manual

Temperature	Sample Stability in VTM	Purified Nucleic Acid Stability
Room temperature	1 hr	1 hr
Refrigerated 2 - 8° C	7 days	7 days
Frozen at ≤ - 70° C	1 year, thawed up to 2 times	1 year, thawed up to 2 times

PROCEDURE A: Follow the activity below for sample handling

Activity	Step	Action	Related Doc
Identification Location: Microbiology	1	Verify that the patient identification on the primary container corresponds to the accompanying order	MB 1.01 Specimen Management Organizational policy 630.00 Laboratory Specimen Labeling
	2	Receive sample in Sunquest and generate label ▪ Sunquest location: MC ▪ Sunquest code: RVP	

Activity	Step	Action	Related Doc
Identification	3	Confirm the name on the label is the same as the name on primary container	
	4	Affix LIS accession label to corresponding primary container	
Quality	5	Evaluate the quality of the sample.	MB 1.02 Specimen Rejection Criteria
	6	Vortex nasal/bronchial washes to obtain an even suspension	
Process	7	Transfer 1 – 2 ml of nasal/ bronch sample or 2 NP swabs into VTM ▪ Note: If NP swabs are used, leave swabs in VTM; do not discard	
	8	Vortex for 30 – 60 s to break up mucus and release virus from cells	
Store	9	Store specimen refrigerator at 2 - 8° C	
	10	Place sample label in molecular designated area	
Aliquots	11	If additional testing is necessary, refer to Procedure B: **Sample Aliquots**	

PROCEDURE B: Follow the activity below for aliquoting samples and preventing cross-contamination

Sample Aliquots

Activity	Step	Action	Related Doc
Identification of secondary container	1	Sample identification of all aliquots must be traceable to the primary specimen	Organizational policy 630.00 Laboratory Specimen Labeling
	2	Confirm the name and accession number on the aliquot label is the same as on the primary container	
	3	Affix LIS aliquot label with corresponding accession number on secondary container	
Avoiding cross-contamination	4	Handle specimens to avoid cross contamination of primary sample and aliquots as follows: Step / Action a – Deliver primary specimens unopened to the molecular laboratory when possible or perform the following steps b – Properly label secondary container with patient aliquot label c – Verify name on primary and secondary container before transfer d – Use sterile pipettes and technique when transferring samples e – Aliquot one specimen at a time with only one tube open at a time f – Never return the aliquot to the original container	Refer to assay specific procedures for additional information

REFERENCES

1. eSensor® Respiratory viral Panel, PI1032 REV:D, December 2013, Clinical Micro Sensors, Inc. dba GenMark Diagnostics, Inc., 5964 La Place Court, Carlsbad, CA 92008, 1-800-373-6767, ww.genmarkdx.com

Historical Record

Version	Written/Revised by:	Effective Date:	Summary of Revisions
1	P. Ackerman	05.06.2015	Initial Version
2	P. Ackerman	08.27.2016	Reformatted for CMS upload; changed logo