

Non-Technical SOP

Title	Processing Specimens for Zika Testing	
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Laboratory Approval		
Print Name and Title	Signature	Date
<i>Refer to the electronic signature page for approval and approval dates.</i>		
Local Issue Date:		Local Effective Date:

Review:		
Print Name	Signature	Date

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1. **PURPOSE**
 To outline the procedure for handling and referring Zika specimens to the State of Maryland for testing.
2. **SCOPE**
 This procedure applies to any Zika test that is referred to the State of Maryland for testing.
3. **RESPONSIBILITY**
 All Specimen Processing staff members must understand and adhere to this procedure for processing Zika specimens that are sent to the State of Maryland for testing.
4. **DEFINITIONS**
 N/A
5. **PROCEDURE**

Step	Action
1	Any provider requesting Zika testing must obtain approval from the DHMH epidemiologist.
2	Once approval is obtained, the ordering provider will <ul style="list-style-type: none"> A. Download and complete the Maryland DHMH Serological Testing form. B. Photocopy the form. <ul style="list-style-type: none"> a. One copy will be placed in the patient’s chart. b. At least one copy will be provided to the clinical laboratory. c. One copy will be provided to anatomic pathology with the placenta (for neonates only). C. Place a Zika testing order in Cerner.

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Step	Action
3	Once the Cerner order is placed, a lab order will print from the “add on” printer in the processing area. Notify pathology if a placenta form prints. Pathology will be responsible for sending the placenta; this is an extra step built into the process to ensure the placenta is not omitted.
4	<p>The Cerner order will generate a request to collect the Zika specimens. Collection processing will follow normal protocols (nurse vs. lab collect). The specimens required include:</p> <ul style="list-style-type: none"> A. Red top or serum-separator tube (3-5 mL serum from an adult or 1 mL from an infant) B. Urine (preservative-free) (10-20 mL from an adult or 5 mL from an infant) <p>Note: Placenta specimens are also required for newborn Zika testing. Anatomic pathology is responsible for sending placenta specimens to the State. Blood and urine specimens should be sent separate from the placenta.</p> <p>If Zika molecular (RT-PCR) testing is also requested, EDTA plasma is also required (3-5 mL for adults and 1 mL for infants).</p>
5	<p>Verify that all required information is listed on the Maryland DHMH Serological Testing form. Refer to appendix B for an outline of the areas that must be completed. Please ensure the following are completed:</p> <ul style="list-style-type: none"> A. Submitter information (ordering provider information) B. Patient information (must match the tubes exactly) C. Collection date and onset of symptoms information D. The name of the DHMH epidemiologist that approved testing <p>Notify the caregiver if the DHMH form is not received or if information is missing. The provider is responsible for properly completing and submitting the form. Specimens will not be sent to the State until a properly completed form is received.</p>
6	Make 1 copy of the Maryland DHMH Serological Testing form for each specimen to be submitted (serum, plasma, urine). Document the date and time of specimen collection and specimen type on each form.
7	<p>Centrifuge red and/or EDTA tubes and separate the plasma/serum into a plastic transport tube.</p> <ul style="list-style-type: none"> A. Label the tube with the patient label. Ensure the name on the specimen matches the name on the form. B. Place a “SERUM” or “EDTA” sticker on the specimen to identify whether it is serum collected from a red-top or SST tube or plasma collected from a lavender, EDTA tube.

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Step	Action
8	<p>Package all other specimens for shipment to the State for testing.</p> <ul style="list-style-type: none"> A. Each specimen (serum, urine, etc) should have its own copy of the DHMH form. Place each specimen and the corresponding form in a separate biohazard bag. B. Specimens should be kept refrigerated until the time of transport. C. Specimens should be packaged with ice packs to maintain temperature. D. If more than 72 hours will pass before transporting, specimens should be stored and transported frozen.
9	Specimens should be tracked and sent daily to the State of Maryland testing lab with the newborn screen tests.

Zika Hold

Step	Action
1	<p>In cases where a baby is born to a mother with suspected, but not confirmed, Zika, the State will test the mother first. If the mother is positive, they will perform testing on the baby.</p> <p>In these situations, specimens will be collected from baby at the time of birth and stored frozen in the laboratory for at least 6 weeks.</p> <ul style="list-style-type: none"> A. When an order is received for a “Zika Hold” specimen, obtain the appropriate specimens: <ul style="list-style-type: none"> a. 1 mL of serum from a red-top or serum separator tube b. 5 mL of urine in a yellow (preservative-free) urine tube c. The anatomic pathology department will be responsible for storing placenta specimens. B. Centrifuge the red or SST tube and aliquot the serum into a properly labeled plastic, freezer tube. Ensure the specimen contains a “serum” sticker. C. Aliquot the urine into a preservative-free, properly labeled plastic, freezer tube. Write “urine” on the label. D. Place the specimens in the designated green rack in the freezer. <div data-bbox="516 1436 862 1696" data-label="Image"> </div> <ul style="list-style-type: none"> a. If testing is requested, the samples are forwarded to the State in the manner outlined above. b. Samples are discarded after 6 weeks if no testing is requested.

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6. RELATED DOCUMENTS
N/A

7. REFERENCES

Maryland Department of Health and Mental Hygiene Website, Accessed on 1.16.2017
via <http://phpa.dhmh.maryland.gov/pages/zika.aspx>

8. REVISION HISTORY

Version	Date	Reason for Revision	Revised By	Approved By

9. ADDENDA AND APPENDICES

Appendix A: Maryland DHMH Serological Testing Form

Appendix B: Updated Travel-Associated Zika Viral Infections Instructions for Specimen Submissions

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Appendix B

Updated Travel-Associated Zika Viral Infections Instructions for Specimen Submissions

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