

## SPECIMEN SUBMISSION GUIDELINE

HIV Diagnostics and Reference Laboratory, Diagnostics and Countermeasures Branch  
Center for Infectious Disease Research, Walter Reed Army Institute of Research  
508 Research Drive, Silver Spring, MD 20910

### Molecular Send Out Test Request Form

Test Requested (Check one)	Specimen Requirement	Draw Tube	Shipping Conditions (Check one)
<input type="checkbox"/> <b>HIV-1 Phenosense</b>  <b>Note:</b> Patients on antiretroviral drug therapy should remain on drug regimen when blood collected.	<input type="checkbox"/> 4 ml plasma (EDTA or PPT)  Viral load MUST BE $\geq 500$ Copies/ml and result must have been obtained within the past 30 days.	<b>PPT Tubes:</b> Invert 8-10X. Spin tubes within 2 hrs of collection. Centrifuge 1000-1200 X g for 10-15 minutes. Freeze plasma aliquot at -20 to -80°C.  <b>EDTA:</b> Store blood at 25°C until centrifuged. Centrifuge 1000-1200 X g for 10-15 minutes within 4 hours of blood collection. Store at -20 to -80°C.  Viral Load _____ Date Performed _____	<input type="checkbox"/> <b>Frozen</b> - Ship frozen <b>aliquoted</b> specimen with dry ice if specimen will be received at HDRL after 24 hours of collection.  <b>RECOMMENDED:</b> Ship on 6 lbs. dry ice in case of shipment delay.
<input type="checkbox"/> <b>HIV-1 Trofile</b>	<input type="checkbox"/> 4 ml plasma (EDTA or PPT)  Viral load MUST BE $\geq 1000$ Copies/ml and result must have been obtained within the past 14 days.	<b>PPT Tubes:</b> Invert 8-10X. Spin tubes within 30 minutes of collection. Centrifuge 1000-1200 X g for 10-15 minutes. Freeze plasma aliquot at -20°C.  <b>EDTA:</b> Store blood at 25°C until centrifuged. Centrifuge 1000-1200 X g for 10-15 minutes within 30 minutes of blood collection. Store at -20°C.  Viral Load _____ Date Performed _____	<input type="checkbox"/> <b>Frozen</b> - Ship frozen <b>aliquoted</b> specimen with dry ice if specimen will be received at HDRL after 24 hours of collection.  <b>RECOMMENDED:</b> Ship on 6 lbs. dry ice in case of shipment delay.
<input type="checkbox"/> <b>HIV-1 DNA PCR</b>  <input type="checkbox"/> <b>HIV-2 DNA PCR</b>	<input type="checkbox"/> 3 ml whole blood (EDTA only)	<b>EDTA:</b> Store at room temperature for overnight or same day delivery.	<input type="checkbox"/> <b>Ambient</b> - Ship ambient within 24 hours of collection.

**Please fill the request form completely to ensure timely specimen processing.**

PATIENT IDENTIFICATION	CONTACT INFORMATION
<b>Patient identifiers <u>MUST INCLUDE</u>:</b>  Full Name _____  DoD# _____  FMP/SSN _____  DOB _____  Specimen Draw Date / Time: _____ Ship Date: _____	POC _____  Physician Name _____ Clinic / Center _____ Center Address _____ _____ Telephone Number _____ Fax Number _____ (Commercial # only; please include area/country code) Alternate POC Name _____ Alternate POC Phone _____
PROCESSING LABORATORY (For HDRL use only)	
BARCODE	DATE RECEIVED
	QUANTITY & TYPE RECEIVED / INITIALS

Fax/Email a FedEx tracking and/or invoice number to ensure all shipments sent to the HIV Diagnostics and Reference Laboratory are received, IAW CAP GEN.40530

Shipping Address: 9100 Brookville Road, BLDG 508, Silver Spring, MD 20910