

SPECIMEN SUBMISSION GUIDELINES

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

Verification Specimen Kit Instructions

You are receiving this package because a patient at your site had a first-time positive test result for HIV. This shipment contains everything you need to draw the blood for an HIV verification test and to ship to the Specimen Processing Laboratory/BioRepository (SPL/BioR) within the Diagnostics and Countermeasures Branch (DCB).

PLEASE FOLLOW ALL INSTRUCTIONS CAREFULLY

**Blood should ONLY be drawn MONDAY THROUGH THURSDAY.
DO NOT schedule any draws or send kits out Friday, Saturday, or Sunday.**

Use kit BEFORE (mm/dd/yyyy) _____ DO NOT use expired tubes.
Samples should be processed and shipped on the same day of the blood draw.

1. This Kit Includes:

- a. Two (2) CPT Tubes (blue and black tops)
- b. Four (4) PPT Tubes (white top) for a minimum of 4 mL of plasma
- c. Three (3) Cold Packs
- d. One (1) absorbent sheet STP-711
- e. One (1) kPa Bag
- f. One (1) foam block
- g. One (1) UN3373 Biological Substance label
- h. Return FedEx air bill
- i. Test Request Form
- j. Packing Instructions
- k. Example of a completed Test Request Form

2. Procedure:

- a. Label tubes with Patient NAME, SSN, DOB. Un-labeled or mislabeled tubes won't be processed.
- b. Complete Test Request Form, ALL fields need to be completed.
- c. Draw tubes to maximum fill point. Invert 8-10 times to mix.
- d. Tube Processing:

	Centrifugation	Shipment
CPT	Spin tubes within 2 hours of collection. Centrifuge in swing-out rotor centrifuge at 1500-1800 RCF for a minimum of 20 min.	Tubes must be immediately shipped in cold box with ice packs and received at the SPL/BioR within 24 hours.
PPT	Spin tubes within 4 hours of collection. Centrifuge in swing-out rotor centrifuge at 1100 RCF for a minimum of 10 min.	PLEASE EMAIL FEDEX TRACKING NUMBER TO splab@hivresearch.org and Anais Valencia-Ruiz (Laboratory Director) avalencia-ruiz@hivresearch.org

- e. Prep original shipment box by following the included Packing Instructions.
- f. Fill in the fields of the Packing Instructions form.
- g. Affix the UN3373 Biological Substance Label to the outside of the box.
- h. Affix the supplied Return FedEx airbill to the box, and schedule a pick up with FedEx.

For questions about the blood draw, or shipment information, please contact **Anais Valencia-Ruiz (Laboratory Director) avalencia-ruiz@hivresearch.org (301) 251 - 3032.**