

**WV DHHR- Office of Laboratory Services
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**Instructions for the Collection, Submission Form and Mailing of
Hepatitis B, C and HIV Specimens for the D16-45 (Cardiac) Project
(D16-45 project only)**

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**General Information:**

- A special form has been created to be used for the D16-45 outbreak project. A copy of the form will be available at the OLS website [www.wvdhhr.org/labservices](http://www.wvdhhr.org/labservices).
- It is acceptable to use the regular DI Submission form- simply note the D16-45 number on the project # line located on the upper right side of the form under PROGRAM TYPE.
- The Office of Laboratory Services will supply blood tubes, needle hubs and shipping canisters as needed for this project.
- Sites may order these supplies using the Diagnostic Immunology Supply Order Form, also located on the OLS website.
- For sites that do not routinely perform Hepatitis or HIV, please note that the blood tubes used for these tests are the same as the ones used for Syphilis or Rubella testing.
- It is considered best practice, to centrifuge blood tubes as soon as they clot.
- If you have questions, contact the Diagnostic Immunology section at the number above.

**Blood Specimen Collecting Instructions:**

- Collect venous blood into clean SST tubes or red top tubes filling approximately 2/3 full, following proper phlebotomy procedures.
- One blood tube for each test that is being requested is preferred (1 for Hepatitis B, 1 for Hepatitis C and 1 for HIV).
- Allow the blood to clot after collection.
- If your facility has access to a centrifuge spin the blood tubes for 10 minutes at a minimum of 2800 RPMs.
- Each tube should have a minimum of 1.5ml of serum in the tube to ensure that all necessary testing can be completed.
- Label tubes according to your facilities protocol making sure that the tube has at least the first and last name of the patient.
- Send specimens to the lab immediately after collection, to insure best results.
- See instructions below for the proper way to prepare specimens for mailing.

**Form Instructions: A copy of the submission form is available at [www.wvdhhr.org/labservices](http://www.wvdhhr.org/labservices).**

- Please print legibly. Complete the form using blue or black ink.
- Make sure all fields of the form are completed.
- There should be one form for each test being requested (1 form for HIV, 1 form for Hepatitis B screen and 1 form for Hepatitis C test).
- Please mark any risk factors the patient may have in the appropriate area of the form.
- If using the regular DI submission form, it is not necessary to provide patient or counselor signatures for HIV testing.
- Helpful tip: print a copy of the form. Add the submitter information and then make multiple copies.

**Mailing Instructions: Prepare blood specimens for mailing**

The Office of Laboratory Services provides testing supplies ordered by using the DI Supply Requisition Form that is available at [www.wvdhhr.org/labservices](http://www.wvdhhr.org/labservices).

Packaging provided by OLS meets all current DOT and Postal Regulations

- Using mailing tubes:
- Place blood tube(s) in the inner plastic container (maximum 8 tubes per container).
- Place 2 absorbent pads in the inner plastic container with the tubes.
- Screw lid on plastic container.
- Fold the DI requisition form in half, length-wise and wrap forms around plastic container.
- Place inner container and forms into outer container, apply postage or UPS labels, and mail.
- Note: If your site is sending less than 8 tubes and concerned about the tubes 'rattling' around in the container, add some additional padding such as a paper towel to the inner container.

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