



West Virginia Department of Health and Human Resources
 Office of Laboratory Services
 167 11th Avenue
 South Charleston, WV 25303
 Phone: (304) 558-3530 | FAX: (304) 558-2006

Instructions for the Supply Order Form for Diagnostic Immunology Test Kits

NOTE: This is NOT a supply order form

Supplies are provided at no charge to facilities that submit the specimens to the Office of Laboratory Services.

FORM INSTRUCTIONS:

FROM:		
MAILING ADDRESS:		
CITY:	STATE:	ZIP:
PHONE:	EMAIL:	
NAME:	TITLE:	DATE:

Please print legibly.

- **From:** The complete name of your facility. Do not use the initials of your site.
- **Mailing Address:** Include the full address of your facility.
- Supplies cannot be shipped to a Post Office Box.
- **Phone:** Include area code.
- **Name and Title:** Include the name of the person responsible for ordering supplies from your facility. This will allow the lab to contact them directly if there is a problem with the order.
- **Date:** Include the date that the order was placed.

SYPHILIS, RUBELLA, HIV OR HEPATITIS TESTING SUPPLIES:

Syphilis, Rubella, HIV or Hepatitis Testing Supplies	Number Ordered	Number Sent
Blood Tubes [8.5ml BD Vacutainer Tubes]		
Needle Hubs [Eclipse Needle 21G w/ holder]		

- **Blood Tubes:**
 - Write the requested number of blood tubes in the “Number Ordered” portion of the form.

- OLS provides 8.5mL BD Vacutainer Tubes also called SST tubes or tiger type tubes.
- NOTE: OLS requires one (1) blood tube per test when requesting Syphilis, Rubella or HIV test and two (2) blood tubes when requesting Hepatitis B and C.

- **Needle Hubs:**

- Write the requested number of needle hubs in the “Number Ordered” portion of the form.
- OLS provides the Eclipse needle 21gauge with holder. This allows clinicians to draw multiple blood tubes but only stick the patient once.
- Facilities should order one (1) hub for every two (2) blood tubes ordered.

CT/NG (URINE) SUPPLIES:

- **Urine Collection Device:**

- Write the number of urine collection devices requested in the “Number Ordered” portion of the form.
- OLS provides the Hologic Aptima® collection device. The collection device is pre-packaged by Hologic in an easy open packet containing a collection device and plastic transfer pipette.

- **Urine Cups:**

- OLS provides 4.5-ounce specimen cups with screw top lids; one for each collection device ordered.

ADDITIONAL SUPPLIES:

Additional Supplies	Number Ordered	Number Sent
Specimens Submission Forms <i>Newest form available online:</i> www.dhhr.wv.org/ols		1 Hepatitis Form
Shipping canisters with 2 absorbent pads (holds 8 tubes)		1 Blood/Urine Form

- **Specimen Submission Forms:**

- Hepatitis Form:
 - The Hepatitis Form is specifically designed for ordering Hepatitis A, B, or C.
 - One (1) copy of the form and a set of instructions with more information will be included with each order.
- Blood/Urine Form:
 - The Blood/Urine form is designed for ordering CT/NG, HIV, Rubella, Syphilis, or HIV Confirmation for those sites enrolled in the HIV Rapid Program.

- One (1) copy of the form and a set of the instructions with more information, will be included with each order.

- **Shipping Canisters:**
 - Write the number of shipping canisters requested in the “Number Ordered” portion of the form.
 - Packaging provided by OLS meets all current Postal and Department of Transportation (DOT) shipping regulations.
 - Each canister assembly comes with two (2) absorbent pads and holds up to eight (8) blood or urine tubes.
 - At this time, the facility is responsible for cost of shipping samples to the laboratory.