COVID-19 Specimen Packaging Guidance

COLLECTION KIT CONTENTS:

- 1 biohazard bag
- 1 synthetic-tipped swab
- 1 viral transport medium tube
- 1 absorbent pad
- 1 Test Request Form printed from: www.shl.uiowa.edu/testmenu/formgenerator.xml

SAMPLE PACKAGING (pictured at right):

1. Place the swab into the viral transport medium tube. Make sure that cap is sealed tight.
2. Place the tube and absorbent pad into the biohazard bag.
3. Label the biohazard bag with:
   - To: SHL
   - From: Your facility name
   - “COVID-19”
4. Place the test request form in the outside pocket of the biohazard bag. 
   *Do not* place in the inside the bag with the specimen. *Do not* staple.
5. If you have multiple samples to send, place them all into a larger Ziploc bag and label the outside in the same manner as the biohazard bags
6. Immediately refrigerate the specimen at 2-8°C.

SAMPLE DELIVERY:

**CDS Courier:** Go to http://www.cdsofiowa.com to arrange courier pick-up through Central Delivery Service of Iowa. Pickup requests should be entered by 11:00 AM. 
*Samples must be fully prepared and packaged prior to CDS arrival.*

**Shipping:** Ship overnight via UPS or FedEx following Category B shipping requirements.

**Hand-delivery:** Bring to the State Hygienic Laboratory Sample Drop-Off window during business hours (refer to www.shl.uiowa.edu).