# GUIDELINES FOR SUBMITTING SPECIMENS TO CDC FOR LABORATORY TESTING FOR SARS-CoV-2

This document provides supplemental guidance regarding specimen collection, storage, and shipping to CDC laboratories in addition to the guidance available on CDC's website regarding <u>infection prevention and control in healthcare settings</u>; <u>biosafety for specimen handling</u>; and <u>specimen collection</u>, <u>storage</u>, and <u>shipping</u>.

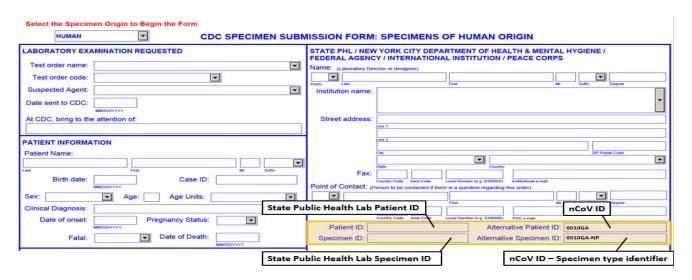
## SPECIMEN COLLECTION AND LABELING

### All specimens must be labeled with:

- Patient (or contact) date of birth
- CDC or state-generate nCoV ID (formerly PUI ID)
- Specimen type
- Date collected

# 50.34/DASH DOCUMENTATION AND SUBMISSION

Each specimen must be accompanied by a completed CDC Form 50.34 (AKA DASH form). <a href="https://www.cdc.gov/laboratory/specimen-submission/pdf/form-50-34.pdf">https://www.cdc.gov/laboratory/specimen-submission/pdf/form-50-34.pdf</a>
Do NOT fill in form by hand. Drop downs MUST be used if they exist.



Patient information on the specimen tube and 50.34/DASH form must match exactly to prevent delays.

Confirm prioritized items below were electronically entered in the 50.34/DASH in proper location displayed above:

- State Public Health Lab Patient ID
- State Public Health Lab Specimen ID
- CDC or state-generated nCoV ID (i.e. 0001021 or NC101847794)

#### Complete the remaining required fields in the 50.34/DASH:

- Patient first name and last name
- Patient date of birth
- State Public Health Laboratory contact information including full name, title, complete mailing address, email address, telephone, and fax number of the submitter
- Specimen collected date
- Specimen source (type)
- State of Illness

In the upper left-hand corner of the form, to ensure proper routing:

- For "Test order name", select "Respiratory virus molecular detection (non-influenza)" (CDC-10401)
- For "Suspected Agent", select "Severe Acute Respiratory Syndrome coronavirus 2 (SARS-CoV-2)"

You must include the 50.34/DASH form in the package and send a secure email with the 50.34/DASH form to: vtw6@cdc.gov, zbg7@cdc.gov, DSRstat@cdc.gov, eocevent185@cdc.gov, eocevent331@cdc.gov, eocevent177@cdc.gov

Include tracking number and nCoV IDs in the body of the email.

## **SPECIMEN SHIPPING**

Specimens can be received at CDC seven days a week, but the specific instructions below should be followed for weekend deliveries in order to ensure receipt.

## Monday – Thursday Shipments:

Ship overnight using your usual courier such as FedEx or UPS to the following address:

ATTN: STATT Lab: COVID 2019

**Centers for Disease Control and Prevention** 

1600 Clifton Road, NE Atlanta, Georgia, 30333 Telephone: 404-639-3931 Email: dsrstat@cdc.gov

## Friday, Saturday, Sunday, or holiday shipments:

- Email the following information to CDC IMS Logistics Transportation (eocevent306@cdc.gov) and CDC IMS Logistics Section Chief (CDC) (eoclogchief@cdc.gov)
  - Name and contact information for the person who will be handing the package to the courier
  - O Address of where the package will be picked up
  - o Estimated time the package will be ready
  - Number, rough dimensions, and rough weight of the package(s)
  - Whether package contains cold pack, dry ice, or other
  - o CDC nCoV ID or state generated nCoV ID
- Email the above information to CDC IMS Logistics Transportation (eocevent306@cdc.gov) and CDC IMS Logistics Section Chief (CDC) (eoclogchief@cdc.gov)
- Call the CDC Emergency Operations Center (770-488-7100) to arrange weekend-specific overnight specimen logistics. Please indicate that the call is about coronavirus specimen shipping and please have the CDC nCoV ID or state generated nCoV ID number.

# PREPARING SPECIMENS FOR SHIPMENT

For specimens stored at 2-8°C, all laboratory testing must occur within 72 hours of collection. If a delay in shipping is expected, store specimens at -70°C or below. Refrigerated specimens received outside of this 72 hour window will be rejected.

Specimens should be packed according to International Air Transport Association (IATA) regulations. SARS-CoV-2 specimens should be packed in compliance with regulations for UN3373 Biological Substance, Category B. A packaging checklist is available for reference. For specific instructions, refer to CDC's Packing, Shipping, and Transport guidance (last section).