

# Kansas Health and Environmental Laboratories – Biological Substance, Category B (UN3373) Cold Serum Specimen Packaging and Shipping System Pictorial Guide For shipping serum for HIV, Syphilis, Hepatitis B & C and Rubella



Category B: *Biological Substance, Category B* means an infectious substance that is not in a form generally capable of causing permanent disability or life-threatening or fatal disease in otherwise healthy humans or animals when exposure to it occurs. This includes Category B infectious substances transported for diagnostic or investigational purposes.

## **Biological Substance Category B (UN3373) Regulatory References**

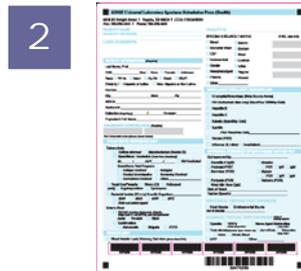
49 CFR 173.134 and 173.199:

- IATA 3.6.2.2.2.2 and Packing Instruction 650

# Kansas Health and Environmental Laboratories – Biological Substance Category B (UN3373) Cold Serum Specimen Packaging and Shipping System Pictorial Guide



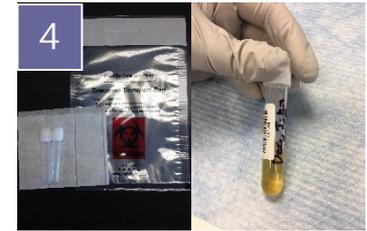
1) Fiberboard and Styrofoam Category B, Biological Substance cold shipper with ice packs; Secondary Containers (specimen bags); Absorbent sleeves/material; serum pour off tubes.



2) Complete Universal Laboratory Specimen Submission Form (Universal Form) marking the required test(s).



3) Collect, specimen in SST, process, centrifuge, pour off serum into provided tubes. See additional information next page.



4) Place labeled (preferably two identifiers) serum pour off tube(s) in specimen transport bag with absorbent material and seal.



5) Insert completed CDC/KDHE Form into outer pouch of bag.



6) Place bagged specimen on frozen cold pack inside Styrofoam Shipper.



7) Place second cold pack on top of specimen bag.



8) Add cushioning material (e.g. paper towels) to prevent shifting during shipping. Then replace Styrofoam container top.



9) Secure the flaps on the outer package of the system with tape.



10) Attach completed shipping address/airbill to exterior of shipping box. Ship specimen overnight to ensure prompt delivery.

## Serum specimen receipt requirements:

- Must be poured off serum on cold packs
  - HIV (within 7 days of collection)
  - Syphilis (within 5 days of collection)
- Must be spun, but not required to be poured off
  - Rubella (within 48 hours of collection)
  - Hepatitis B & C (within 7 days of collection)
- Additional instructions on next page.

# Specimen Requirements and Instruction Guide for Serum Specimen Submission

## Specimen collection instructions for collecting and shipping serum:

- Collect a blood specimen in serum separator tube (SST). Follow manufacturer's instructions for serum processing or see below steps.
  - Gently invert 5 times.
  - Allow blood to clot for at least 30 minutes. Centrifugation must be performed within 2 hours of collection.
  - Centrifuge for 10 minutes at 1000-1300 RCF (g) in a swinging bucket centrifuge, or 15 minutes in a fixed-angle centrifuge.
  - Remove cap and pour serum into provided pour-off tube. Required serum volume is 2 to 5 mL.
- Label pour-off tube with patient identifiers (2) and form barcode on the specimen tube for verification.
- Refrigerate specimen at 2-8°C prior to shipping. Ship on cold packs for overnight delivery.
- Serum Specimens should be received at KDHE Laboratory within the following guidelines:
  - 48 hours for Rubella
  - 5 days for Syphilis
  - 7 days for HIV, Hepatitis B & C
- Can package CTGC specimens in same box for shipping, if desired.
- Shipping address:
  - Kansas Health and Environmental Laboratories  
6810 SE Dwight St  
Topeka, KS 66620
- Ship specimen overnight using courier or other transport service to ensure prompt delivery.
- Avoid shipping specimens on Friday for weekend delivery.
- If any additional questions contact KHEL 785-296-1620.