

## **Guidelines for sample collection & transport**

**The samples must be collected by appropriately trained personal  
Follow universal precautions when collecting any biological specimen.**

### **1) Collection of Serum Samples**

- Collect 5 to 7 ml blood sample using sterile unused needle syringe
- Transfer it to a labeled sterile unused tube or vial
- Allow clot formation. (Minimum of 15 minutes)
- Centrifuge sample to separate serum from clot. This can also be accomplished by storing the whole blood sample, in an upright position, overnight in the refrigerator (4.0° C).
- Transfer the serum to properly labeled plastic vial with complete patient identity, date of collection specimen number etc.
- Make sure the information on form and specimen match.
- Send the samples as soon as possible to address given below.

### **2) Virology Swab Samples:**

- Use commercially prepared viral transport media (VTM) or laboratory prepared media.
- Use Sterile dacron or cotton tipped swabs with wooden or plastic shafts (Generally supplied with VTM)
- Properly label the viral transport sample tubes with complete patient the collection date and the swab site.
- Swab each collection site with a separate sterile swab.
- Place each swab into separate sample tubes containing 1 . 3.0 ml of viral transport media.
- Always maintain cold chain during processing of sample

### **3) Sample Packing and Shipment**

Follow triple Layer packing guidelines of WHO.

#### **Briefly**

Put properly labeled and tightly closed plastic sample vial in a self sealing zip-lock bag.

Put it in a secondary container filled with ice packs and is insulated

Before packing, ensure that the Form is:

- Is filled out complete and legible;
- Is identical to the sample tubes.
- Pack carefully to avoid sample breakage and leaks.
- Keep paperwork dry and separate from specimens.

**Please do not:**

- Ship sample in glass tubes and vials
- Ship samples with incomplete labeling;
- Allow samples to freeze-thaw before shipping.

Send the samples as soon as possible to

**The Director,**

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