

# Washington State Public Health Lab TB Specimen Submission Instructions



## TB Kit Contents

Each TB Kit from the WA PHL contains 4 category B shipping boxes with 3 collection packs (pictured here) in each box. Each **TB collection pack** includes:



- (1) 50 ml conical sputum collection tube
- (1) Small biohazard specimen bag
- (1) Absorbent paper capable of absorbing 10-15 ml of liquid
- (1) Large biohazard transport bag with sealable flap (made to withstand air pressure changes)
- (1) Blank microbiology requisition form

WA PHL will supply **one yellow overpack mailing bag** in each TB kit.



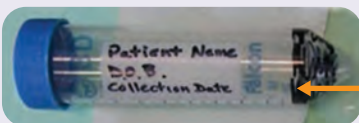
Order Parafilm lab film such as Parafilm™ from an outside supplier.



Kits containing sputum collection supplies can be ordered from the WA Public Health Lab at: [Microsoft Word - 308-003 Laboratory Supply Order Form 2017-Web \(wa.gov\)](#).

## Collection Instructions

- Collect three (3) specimens in early morning over 3-5 days and submit each specimen on the day of collection.
- Sputum is obtained by deep coughing of material from the lungs. Saliva is not an acceptable specimen.



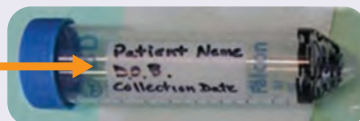
- Collect 5-10 ml, a volume which equals about 1 inch in the bottom of the conical tube.

- Tighten cap on the conical tube securely.
- Secure the cap with the Paraffin™ lab film.

## Labeling Instructions

Attach a printed label or legibly write on each collection tube:

- Patient Name
- Date of Birth
- Collection Date /Time

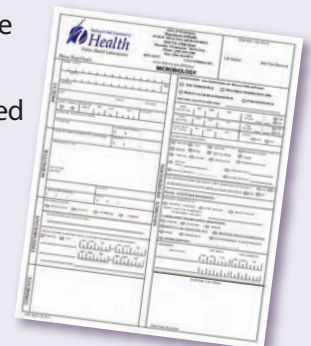


See [\(18\) Instructions for sputum collection \(TB Partners SharePoint site\)](#) for how to instruct patient to collect specimens.

## Lab Requisition Form

Complete a [Microbiology Lab Requisition Form \(DOH 302-013\)](#) for each sputum sample. Fill out each of the following sections:

- Patient Information
- Submitter Information
- Epidemiology
- Specimen Information
  - Date and time collected
  - Date sent to state
  - Specimen type
  - Laboratory exam requested (smear, GeneXpert, culture)



**Specimens from a single patient should not be batched.  
Ship each specimen to the laboratory within 1 day of collection.**

## Packaging Instructions

**1**

Place **1** taped, labeled specimen tube with sheet of absorbent paper in the small **specimen bag**, seal.



**2**

Place up to **3** small Specimen bags with collection tubes into the large **specimen transport bag**.



**3**

Peel paper from **specimen transport bag**.



**4**

Fold at the slit so that the black star is inside the black box and seal the bag.



**5**

Place the completed test requisition form(s) into the outside pocket of the **specimen transport bag**.



**6**

Place the **specimen transport bag** into the shipping box, tape the front of the box closed with shipping tape.



## Shipping Instructions for using PHL Courier Service (free for LHJs)

- Call **Delivery Express Logistics (DEL)** Customer Service at 425.251.3533 and select **option 1**.
- **Provide Account number 114099 and identify which LHJ you are calling from.**
- Provide any weekend LHJ-specific instructions for things such as: LHJ site access, LHJ hours of operation, or other relevant collection instructions.
- Provide LHJ contact **name** and **contact phone number**.
- **DEL** will provide a tracking number for your specific collection and delivery request.
- **Weekday pickup (Mon-Fri): LHJ must call before 5pm** on the current business day for next day collection. If DEL receives the request early in the day and if time permits DEL will attempt to collect and deliver the same day.
- **Weekend and Holiday pickup:** LHJ must call before 5 pm Friday or before 5 pm prior to a holiday. For example:
  - **Holiday is on Friday:** call before end of business day on Thursday (5 PM).
  - **Holiday is on Monday:** call before end of business day on Friday (5 PM).

### SHIP TO:

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Public Health Laboratories  
Mycobacteriology Unit  
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(206) 418-5473