COVID-19 Specimen Collection and Submission Guidelines
For Coroners

ISDHL prefers all COVID-19 test requisitions to be submitted through its Laboratory Information Management System (LimsNet), however, if this is not available, the Virology Test Requisition may be submitted instead.

LimsNet Test Order/Requisition:

New users

- To sign up for LimsNet, call the LIMS Help Desk 317-921-5506 or email us at LimsAppSupport@isdh.in.gov.
- Please provide the following information:
    - Name of your facility and facility address.
    - Names and email addresses of all individuals who need LimsNet access at your facility.
    - The email body or subject line should read: "Requesting Virology Test Submission Access".

Existing users: see http://limsnet.isdh.in.gov/

Paper Form/Requisition: Write 'CORONER' on the field labeled *Influenza Sentinel Physician Number*.

Specimen Collection: *Recommended Specimen Type is a* **Nasopharyngeal (NP) Swab**

- **Label specimen tubes with the patient's First Name, Last Name, and date of birth.**
- **This <u>must</u> match what is entered into LimsNet or on the paper form.**
- **Specimens with mis-matched patient identifiers will be cancelled.**

    Click here for further information about collection guidelines: **Specimens**

Shipping:

Specimens should be **shipped Category B**, on cold packs, to:

> **Indiana State Department of Health Laboratories**
> **Attn: Virology – COVID-19**
> **550 W. 16th St., Suite B**
> **Indianapolis, IN 46202**

Specimens will not be received after the normal dock receiving hours. Please keep specimens collected after normal dock receiving hours refrigerated and deliver during normal dock receiving hours:

Weekdays 8:15 a.m. to 4:45 p.m.

Weekends: 8 a.m. to 4 p.m. (*NOTE - Holiday weekends may have different hours.*)

Delivery Site	Courier Delivery		UPS Delivery		FedEx Delivery	
	Saturday	Sunday	Saturday	Sunday	Saturday	Sunday
ISDHL	8 am – 4 pm	8 am – 4 pm	8 am – 4 pm	No delivery	8 am - 4 pm*	No delivery

* Must specify Saturday delivery

Please call 317-921-5500 or email isdh-lab-info@isdh.IN.gov for more information.

ISDHL COVID-19 FAQ
For Coroners

We are experiencing shortages of Viral Transport Media (VTM). What should we do?
Please email *ISDHdeplogistics@isdh.in.gov* to request supplies or contact your local health department. We would also recommend you reach out to your local hospitals.

How do I indicate this is a coroner's submission in LimsNet?
In LimsNet, please indicate 'yes' that the patient is deceased and enter 'CORONER' under the COVID-19 authorization code.

How do I indicate this is a coroner's submission on the Virology Request Form?
Write 'CORONER' on the field labeled *Influenza Sentinel Physician Number*.

LimsNet says my specimen is *in transit* but FedEx says the specimen was delivered. Was it lost?
There is a lag time in LimsNet between when a specimen is delivered and the status is updated. It can take a few hours before the LimsNet status reflects that a specimen has been received.

What should I do if I don't have access to LimsNet?
Please contact the LimsNet Help Desk at 317-921-5506 or limsappsupport@isdh.in.gov.

What is the stability of specimens for COVID-19 testing?
Store specimens at 2-8°C for up to 72 hours after collection. If a delay in testing or shipping is expected, store specimens at -70°C or below. If stored at -70°C, specimens must be shipped to ISDHL on dry ice and arrive *frozen*. Specimens that have thawed in transport will not be tested.

Is LimsNet submission required?
It is strongly recommended, but not required (coroners ONLY). If you do not have access to LimsNet, please complete the Virology Submission Form and submit with your specimen(s).

What is the turn-around time for results?
Results will be available within three (3) days of specimen receipt.

I have formalin-fixed tissue that needs to be tested. How is this ordered?
Please call or email the ISDH Laboratories (317-921-5500 or isdh-lab-info@isdh.in.gov) if the only specimen you have available is formalin-fixed tissue. This testing can only be performed at the Centers for Disease Control and Prevention (CDC) but will need to be coordinated through ISDHL.

Can I submit lung swabs for testing?
Yes, lung swabs can be tested at ISDHL, however, NP (nasopharyngeal) swabs are the preferred specimen type.

What happens if I cannot deliver my specimen(s) during normal receiving dock hours?
Specimens will not be received after the normal receiving dock hours at ISDHL. These specimens should be refrigerated and delivered during normal receiving dock hours:

Receiving Dock Hours
Weekdays: 8:15 a.m. to 4:45 p.m.

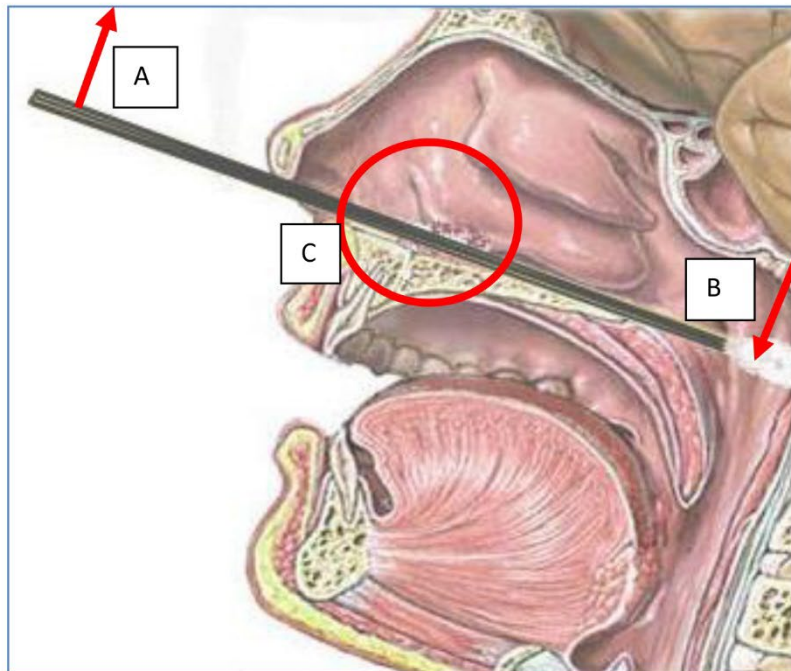Weekends: 8:00 a.m. to 4:00 a.m. *NOTE - Holiday weekends may have different hours.*

Delivery Site	Courier Delivery		UPS Delivery		FedEx Delivery	
	Saturday	Sunday	Saturday	Sunday	Saturday	Sunday
ISDHL	8 am – 4 pm	8 am – 4 pm	8 am – 4 pm	No delivery	8 am - 4 pm*	No delivery

* Must specify Saturday delivery, First Overnight or Priority Overnight

What type of testing is ISDHL performing?
ISDHL is performing the CDC's EUA-approved COVID-19/SARS-CoV-2 test.

Proper Nasopharyngeal (NP) Swab Collection Quick Reference Guide

Indiana Laboratory System
Get Connected

- Use nylon flocked tipped, flexible plastic shaft swab
- Don goggles, gloves, mask or other PPE as necessary
- Push the handle end of the swab (A) toward the ceiling such that swab end (B) stays on the floor of the sinus cavity
- Watch that the swab tip doesn't stop at the lower sinus ridge (C).
  - **NOTE**: This happens frequently and folks believe they are at the nasopharynx.
    - As you know, the nasopharynx is located at the very back of the sinus cavity (near the front of the ear) as indicated by the swab tip placement in the photo above.
- Rotate swab gently ½ turn and back to collect epithelial cells and gently remove
- Place swabs directly into viral transport media (VTM)
- Label all specimens as **"Nasopharyngeal" or "NP"**
  - Do NOT label as "*Nasal*", these are unacceptable for testing
- Store refrigerated until ready to transport to ISDH laboratories

Category B Packaging Checklist

Manufacturer's instructions followed.	☐
Good quality packaging used.	☐
Primary receptacles are sealed and leakproof.	☐
Primary receptacle closures are secured with secondary means.	Optional
Multiple fragile primaries are wrapped individually.	☐
Sufficient absorbent inside each secondary.	☐
Secondary packaging properly sealed and leakproof.	☐
Primary or secondary receptacle 95 kPa pressure compliant.	☐
Itemized list of contents between secondary and outer packaging.	☐
Outer package displays UN specification mark	☐
Rigid outer packaging.	☐
Check minimum external dimensions of outer packaging (one surface at least 100mm x 100mm).	☐

Document last updated: 04/14/2020

SENDER (from): _____

CONSIGNEE (to): The Indiana State Department of Health Laboratories

NAME AND TELEPHONE NUMBER OF PERSON RESPONSIBLE FOR THE SHIPMENT**:**

Name: _____

Phone Number: _____

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