

SARS-CoV-2 Submission Guidelines



Ordering Portal/Requisition Submission (one patient per form):

- You must order the SARS-CoV-2 test through the online ordering portal. To get set up, please contact covid19testing@okstate.edu.
- Please allow 2-3 days for account set-up prior to your need for testing so medical label paper can be shipped to you.
- Do not include any other paperwork.
- Fold requisition in half and place in document pouch on the outside of the biohazard bag containing the specimen.
- Do not roll up, fold or tape the specimen bags. For ease of handling, it is best for the specimen bag to remain flat and stacked with other specimen bags.
- **DO NOT place requisition in the same compartment as specimen.**

Specimen Collection:

- The FDA has approved upper respiratory specimens (such as nasopharyngeal, oropharyngeal, nasal and mid-turbinate swabs, and nasopharyngeal aspirate and bronchoalveolar lavage) for diagnostic testing with the TaqPath™ COVID-19 Combo Kit used by the OSU Diagnostic Laboratory.
- Collect specimen and place in one tube with 1.5-3ml of either viral transport media, Aimes transport medium, or sterile saline as recommended by the CDC at the time of collection.
- Use only synthetic fiber swabs with plastic shafts. Do not use calcium alginate swabs or swabs with wooden shafts, as they may contain substances that inactivate some viruses and inhibit PCR testing.
- Use only leak proof, threaded capped tubes, assure cap is not cross-threaded and is tightly sealed. There is no need to use Parafilm®. Parafilm® does not prevent a tube from leaking if the cap is not tightened properly.
- All specimens must be labeled with at least three patient specific identifiers (e.g. first and last name, date of birth and collected date). The identifiers must appear on both the specimen container and the associated requisition form.
- If more than one specimen type is submitted for the same patient, each specimen container **must** be labeled with the specimen type (Nasopharyngeal swab, nasal swab etc.).
- **DO NOT** send blood, serum, urine, etc. to the laboratory

Specimen Storage:

- Keep specimens cool (2 - 8°C) and dry promptly after collection.
 - Transport specimens to the laboratory on ice packs. It is best to use solid freezer packs. Avoid the use of ice as it melts and soaks the sample mailers and the submittal forms.
 - If specimens will not arrive to the laboratory within 72 hours of collection, they should be stored frozen at -70°C and shipped on dry ice.
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