



## Missouri Department of Health and Senior Services

P.O. Box 570, Jefferson City, MO 65102-0570 | Phone: 573-751-6400 | FAX: 573-751-6010  
Relay Missouri: Dial 711 to access services for those with hearing or speech impairments



**Sarah Willson**  
Director

**Mike Kehoe**  
Governor

# State Public Health Laboratory Collection & Submission of Seasonal Respiratory Viruses

Updated December 2025

## Specimen Collection

- Use only a Dacron/flocked swab or equivalent. Do not use wood-shafted or cotton swabs.
- Collect a Nasopharyngeal Swab, Nasal Swab or Throat Swab for respiratory testing.
- You may use viral transport media (VTM) supplied by the MSPHL or other commercially available VTM.

## Temporary Storage of Specimens

Specimens should be shipped to the Missouri State Public Health Laboratory as soon as possible.

- Store the specimen at refrigerator temperature (2-8°C) pending shipment.
- If specimens will not be received by the MSPHL within 72 hours of collection, they should be stored frozen ( $\leq -20^{\circ}\text{C}$ ).

## Specimen submission

- Complete a MSPHL Test Request Form (TRF) for each specimen using one of the following options:
  - Electronic submission using Lab Web Portal
    - Contact us for registration information
  - [Manual \(paper\) Test Request Form Available online.](#)
- The TRF should include the following information at a MINIMUM:
  - In the "MOLECULAR (PCR)" section of the TRF, choose Influenza or SARS-CoV-2 (specimens may be tested for both Influenza & SARS-CoV-2)
  - Select the specimen type in the "Specimen Information" section
  - Collection date
  - Patient first and last name
  - Patient DOB
  - Submitting facility name and contact information
  - Date of symptom onset
  - Although not required, any additional patient demographic information that is available is helpful
- Specimens should be shipped to the MSPHL within 72 hours of collection on freezer packs. **Freezer packs should be stored in freezer for at least 24 hours prior to shipping.** If shipping within 72 hours of collection is not possible, specimens should be frozen ( $\leq -20^{\circ}\text{C}$ ) and shipped to the MSPHL on dry ice.

## PROMOTING HEALTH AND SAFETY

Our vision is optimal health and safety for all Missourians, in all communities, for life.

## **Shipping Instructions**

The MSPHL will provide all shipping materials and cover shipping costs. Please contact the MSPHL to have collection kits sent to your facility.

Specimens may be sent to the MSPHL via the MSPHL Courier System. If utilizing the MSPHL Courier, samples should be sent out **no later than** the Friday courier pickup each week.

[GIS map of courier drop off locations Monday-Friday](#)

[List of courier drop-off locations by county Monday-Friday](#)

[Sunday Courier Locations](#)

If you do not have access to the MSPHL Courier, samples may be sent via UPS or FedEx. If utilizing UPS or FedEx for sample submission, ensure they are sent by priority shipping for receipt within 24 hours and that they will not arrive on a Saturday, Sunday, or a holiday.

## **Do not ship clinical specimens via USPS**

**Please send all specimens to this address:**

Missouri State Public Health Laboratory

ATTN: Molecular Unit

101 North Chestnut Street

Jefferson City, MO 65102

Phone: 573-751-3334, Option 2

## **Have questions or need assistance?**

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