

## **Physician Instructions for Completing Zika Test Request Forms and Specimen Packaging/Transportation Instructions**

### COMPLETING ZIKA TEST REQUEST FORMS

Facilitation of testing for Zika virus is a component of the DHSS response to the introduction of this virus into the tropical Americas. In addition to giving medical providers information they need to diagnose and manage patient illness, test results also produce important data that can lead to a better understanding of the spectrum of Zika virus illness and help public health practitioners assess and reduce the risk of local transmission.

Please complete and print the Virology Test Request Form for each specimen and send with specimen(s) being tested. **Testing will be delayed if any of the following information is missing: symptom onset date (if applicable), specimen collection date, patient name and address, and submitter name and address.** Please see sample form with required information highlighted. **Delays or specimen rejection may occur if submitted specimens have not been approved for testing by a state epidemiologist.**

Instructions for obtaining and completing form:

### **Virology Test Request Form for the Missouri State Public Health Laboratory (MSPHL)**

1. Complete and print one test request form for each specimen type being submitted for each patient.
2. Visit <http://www.health.mo.gov/lab/virologyadditionaltests.php>.
3. Scroll down to **Test Request Forms**, click the link that says “Virology Test Request Form.”
4. Select “**Arbovirus EIA/MIA**” from the list of test form options.
5. From the drop-down list, **choose the name of your facility** and press “Select.” If your facility is not in the drop-down list, select “**0-Call SPHL to be added as a submitter**”. Call 573-751-3334 and ask to speak with the LIMS Administrator to be added as a submitter. Once added, select your facility and proceed.
6. A fillable PDF form will open and your facility’s information (name, address) will be pre-populated (this is where the lab report will be sent when testing is complete); **complete the remainder of the form.**
  - Under the “**Test(s) Requested**” section, please select the following:
    - Under Serology, mark “**Other**” and type/write in “**Zika virus.**”
7. Print completed form and send with the specimen(s) being tested.

For more information on completing this form, please contact your local public health agency or DHSS’ Office of Veterinary Public Health, Monday through Friday, 8:00AM to 5:00PM, 573/526-4780; after hours/weekends, 800/392-0272.

## SPECIMEN PACKAGING AND TRANSPORTATION INSTRUCTIONS

### Specimen Collection and Handling

1. Serum: Collect one tube of serum.
  - Collect at least 6 milliliters (ml) of blood in a blood tube (red top, serum separator tube, tiger top). Do NOT use blood tubes that contain anti-coagulants such as green top, yellow top or purple top.
  - Centrifuge the blood tube within 6 hours of collection. Using sterile technique, transfer the serum to a separate, labeled sterile tube (at least 1 ml serum required) and discard the clot. **Label tube with patient name and "Serum"**. Seal the sterile serum tube with paraffin film (if available). Place the sealed serum tube inside a transport tube or container and place this inside a Styrofoam inner shipping container with frozen cold packs.
  - Specimens that leak will not be tested.
  - Patient name must be on the specimen tube.
  - Whole blood will not be accepted.
2. Urine: Collect one sterile container. Urine MUST accompany a patient-matched serum specimen.
  - Testing on urine will NOT be performed without a patient-matched serum.
  - Collect urine in a sterile screw-top cup.
  - Collect a minimum volume of 5 ml, maximum of 20 ml.
  - Close the lid tightly and seal the urine cup with paraffin film (if available). **Label cup with patient name and "Urine"**.
  - Place the sealed urine container inside a zip-top bag; seal the bag. Place the sealed bag inside a Styrofoam inner shipping container with the with frozen cold packs (and the patient-matched serum).
  - Place the Strofoam inner shipping container inside a cardboard shipping box. Slide both requisition forms (one for the serum and one for the urine) in between the Styrofoam inner container and outer cardboard box.
  - Specimens that leak will not be tested.
  - Patient name must be on the specimen cup.
3. Attach the enclosed MSPHL label on the outside of the shipping container if using a kit provided from MSPHL. If not using an MSPHL provided kit, the outside of the package needs to be labeled with the following:  
MSPHL  
101 N Chestnut  
Jefferson City, MO 65102  
The courier may refuse pickup if the outside of the package is not labeled in this way.

The **specimens should be kept cold prior to shipping by storing in the refrigerator**. The samples need to be shipped in an insulated container with frozen cold packs. Additional cold packs should be used in the summer to ensure specimen integrity in hot weather. Specimens not picked up on Fridays should be kept refrigerated until the next courier pick-up day.

### Specimen Transportation

1. Zika virus diagnostic specimens fall under Biological Substances, Category B, specimen transport requirements. Package diagnostic specimens in accordance with federal regulations to prevent leakage. Submitters are responsible for shipping specimens in conformity with all safety and labeling regulations. Specimen containers should be clearly labeled.
2. Specimens should be sent to the MSPHL in Jefferson City via the MSPHL courier system. A list of courier drop-off locations in Missouri, by county, can be found at:  
<http://health.mo.gov/lab/pdf/courierlocationsbycounty.pdf>.

For more information on specimen packaging and shipping, please call the MSPHL at 573-751-3334 during regular business hours (Monday - Friday, 8:00 AM to 5:00 PM). After regular hours and weekends, call 800-392-0272 for assistance.