Saginaw County HEALTH DEPARTMENT

**Specimen Collection and Submission Instructions of Clinician Collected Endocervical and Urethral swabs for *N. gonorrhoeae, C. trachomatis*,**

**&**

**Endocervical for testing using *T. vaginalis*, testing using**

**HOLOGIC APTIMA® Multitest Swab Collection Kit**

## I. Collection kit

A. Collection kit for clinician collected endocervical and male urethral swab specimens kit (white-labeled tube). This is an IATA Category B.

B. Check the expiration date. Do not use an expired collection kit.

C. Verify the patient's identity at the time of collection. Best practice is to ask patient to spell their first and last name**.**

## II. Patient preparation and sample collection:

A. **Endocervical swab specimens**

1. Remove mucus from the cervical os and surrounding mucosa using the cleaning swab (white shaft swab in the package with red printing). Discard this swab. Note: To remove excess mucus from the cervical os, a large-tipped swab (not provided) may be used.
2. Insert the specimen collection swab (blue shaft swab in the package with green printing) into the endocervical canal.
3. Gently rotate the swab clockwise for 10 to 30 seconds in the endocervical canal to ensure adequate sampling.
4. Carefully remove the swab and place in transport (See C).
5. Do not let the swab touch the vaginal mucosa. )

B. **Male urethral swab specimens (For N. gonorrhoeae and C. trachomatis testing only**)

1. The patient should not have urinated for at least 1 hour prior to sample collection
2. Insert the specimen collection swab (blue shaft swab in the package with the green printing) 2 to 4 cm into the urethra.
3. Gently rotate the swab clockwise for 2 to 3 seconds in the urethra to ensure adequate sampling
4. Carefully remove the swab and place in transport tube (See C).

C. **Transport Tube:**

1. Remove the cap from the swab specimen transport tube. **Do not pour off the liquid preservative from the tube**. Immediately place the specimen collection swab into the transport tube.
2. Carefully break the swab shaft against the side of the tube at the scored line, using care to avoid splashing of the liquid. Discard the top portion of the swab shaft as medical waste, leaving the tip of the swab in the tube.
3. Screw the cap on the transport tube as evenly and tightly as possible. Tape or Para-film® around the cap, but DO NOT put tape over the top of the cap.
4. Dispose the rest of the shaft as medical waste.

## III. Labeling

A. Label the transport tube with the completed patient name and at least 1 other unique identifier (For example: specimen number, date of birth, medical record number, etc.)

B. Verify the patient's identity at the time of collection. Best practice is to ask patient to spell their first and last name.

C. Enter the required information on the test requisition form (DCH-0583). The patient's name and unique identifier on the form must be entered exactly the same as the information on the tube.

D. If there are multiple specimens from the same patient, please label the specimen tubes with the source. The lab may be unable to determine the specimen source if not identified on the tube.

E. If there are multiple specimens from the same patient, use a separate test requisition and collection kit for each specimen.

## IV. Packaging and Shipping

A. Specimens should be sent to the lab as soon as possible after collection.

B. Specimens can be shipped at ambient temperature.

C. Insert the specimen and absorbent pad into the small plastic bag provided. Make sure it is sealed. Place in the large plastic bag with the Biohazard symbol (Bio-Bag).

D. Place the completed test requisition in the outside pocket of the Bio-Bag. Seal the bag.

E. Close the box and secure with sealing tape on both sides of the flap.

F. Attach the completed address label with the UN3733 label included in kit.

G. Send to the Saginaw County Health Department laboratory as soon as possible (e.g. courier or United Parcel Service (UPS) etc.).

H. The specimen will not be tested if:

1. The specimen container is received leaking.
2. The specimen is not properly labeled, or the test requisition not completed.
3. The specimen label does not match the test requisition.
4. The collection device is expired.
5. The specimen was collected more than 60 days prior to receipt.
6. Specimen is collected with the wrong collection device.

**VIII. Packaging and shipping are the responsibility of the shipper. Please be sure it is in compliance with shipping regulations.**


Chlamydia & Gonorrhea-Amplified Test- Endocervical and Urethral Swabs