

COVID-19

August 11, 2020

Guidelines for Facility Ordering Swabs for COVID-19 Testing

Ordering Process

- Please use **BCCDC order form** to order swabs for COVID-19 Testing at your facility
- Swab Type to select for COVID-19: **"Influenza/Other Respiratory Viruses, Measles and Mumps"**
- If more than 5 swabs are being requested, select **"Influenza Like Illness Outbreak Kit"** and indicate the number of kits required (**6 swabs per kit**)

Rush Orders

- **Orders must be placed by 11:30 am** for same day delivery
- Facility should indicate their courier name and account number on the order form

For more information

Review **BCCDC Handbook** (Search **"COVID-19 Virus"** to review test handbook):

<http://www.elabhandbook.info/PHSA/Default.aspx>

BCCDC Shipping Department: 604-707-2508

Hours: Monday-Friday 0830-1630
(Orders are processed during these hours)

Public Health Laboratory
655 West 12th Avenue, Vancouver, BC V5Z 4R4
www.bccdc.ca/publichealthlab

Sample Container Order Form
Orders will be processed and mailed using Canada Post. Allow 5-14 business days for arrival. For RUSH orders, provide the following information:
Courier Name: _____ Courier Account #: _____

DOCTOR/CLINIC/FACILITY NAME (PLEASE PRINT CLEARLY): _____ DATE: _____

SHIPPING ADDRESS: _____ CITY: _____ POSTAL CODE: _____

NAME (PLEASE PRINT CLEARLY): _____ AUTHORIZED SIGNATURE: _____ EMAIL: _____ TELEPHONE NO.: _____

Sample Containers Instructions on sample collection and submission can be found in the **Lab Handbook**: <http://www.elabhandbook.info/PHSA/Default.aspx>.
NOTE: A COMPLETE PACKAGE CONSISTS OF: (1) SAMPLE CONTAINER, (1) SAMPLE BAG & (1) REQUISITION FORM UNLESS SPECIFIED
PLEASE DO NOT ORDER IN PAPER BAGS, PACKS, FLATS, TRAYS, BOXES OR CASES (unless ordering the Serology Screening Requisition in the 50-page pack).

CONTAINER TYPE / TEST	DESCRIPTION	TESTING INFORMATION AND FURTHER DETAILS	COMPLETE PACKAGE*
SWABS	APTMA NUCLEIC ACID TESTING (NAT) SWAB	Aptima Urine Swab Sample Collection Kit for Endocervical and Meatal Urinal Swab specimens (purple label)	Chlamydia trachomatis AND Neisseria gonorrhoeae for Nucleic Acid Testing (NAT). Trichomonas vaginalis for Nucleic Acid Testing (NAT) in females only.
	APTMA NUCLEIC ACID TESTING (NAT) URINE	Aptima Multitest Swab Sample Collection Kit: suitable for vaginal, throat, rectal, eye collection (orange label)	
	BACTERIAL CULTURE SWAB FOR PERTUSSIS	Aptima Urine Sample Transport Kit (yellow label)	Culture and polymerase chain reaction (PCR) test for Bordetella pertussis
	BACTERIAL CULTURE SWAB	COPAN (green-top) eSwab + Liquid Amies	Culture for bacterial pathogens excluding Mycobacterium spp.
	BACTERIAL CULTURE SWAB	COPAN Amies + Charcoal (Thick shaft)	Culture for Neisseria gonorrhoeae
	BACTERIAL CULTURE SWAB	COPAN Amies + Charcoal (Thin shaft)	Culture for Neisseria gonorrhoeae from urethra
BLOOD TUBES	INFLUENZA / OTHER RESPIRATORY VIRUSES, MEASLES AND MUMPS	COPAN (red-top) + Universal Transport Media	Nucleic Acid Testing (NAT) for nasal/oropharyngeal and throat specimens. Do not use for Chlamydia trachomatis testing.
	VIRUS ISOLATION SWAB, HERPES and VZV	COPAN (blue-top) + Universal Transport Media	Nucleic Acid Testing (NAT) for skin and genital specimens. Do not use for Chlamydia trachomatis testing.
	BLOOD PARASITES	K2EDTA (EDTA/Lavender-top) vacutainer	(Malaria) Smears to be submitted in addition to blood in EDTA
	HEPATITIS C PCR	Serum separator tube (SST/Gold-top) vacutainer	Specimen to be submitted in EDTA vacutainer tube
OUTBREAK KITS	GASTROINTESTINAL DISEASE OUTBREAK KIT	Kit consists of 6 sterile vials for feces, 2 sterile vials for vomitus, 8 biohazard bags, 8 GI Outbreak Requisition Forms and 1 GI Outbreak Fax Notification Form	
	INFLUENZA LIKE ILLNESS OUTBREAK KIT	Kit consists of 6 swabs, 6 biohazard bags, 6 vial requisition forms and 1 kit fax notification form	FOR FACILITY TESTING ONLY (Maximum order per season is 50 kits. Orders over 50 kits must be approved by the Virology Section).
FECES VIALS & PADDLES	ENTERIC PATHOGENS	SAF (preservative) vial	Orders must be approved by the Parasitology Section
	PARASITOLOGY	Pinworm sticky paddle	Orders must be approved by the Parasitology Section
	VIROLOGY		Gastrointestinal virus testing (including Norovirus, Adenovirus, Astrovirus, Rotavirus and Sapovirus)
	TREATED PLASTIC BOTTLES	50 bottles (yellow cap)/order (no requisition)	Water Bacteriology
SLIDES	ENDOTOXIN-FREE BOTTLES	50 bottles (yellow cap)/order (no requisition)	Endotoxin/Limitus Amoebocyte Lysate (LAL) testing
	MICROSCOPIC EXAM		Gonorrhea, Bacterial Vaginitis & Yeast
	SYPHILIS		Dark Field/Direct Fluorescent Antibody
VIALS AND JARS	FOOD MICROBIOLOGY JAR		For Food Quality and Food Poisoning Samples
	TISSUE PARASITES	Sterile vial	
	TREATED ICE GLASS JAR		Water Bacteriology
	TUBERCULOSIS PLASTIC JAR		Sputum, urine & other body fluids (all Mycobacter)
	TUBERCULOSIS TREATED GLASS JAR		Stomach washings (all Mycobacter) (Request these prepared jars 2 weeks in advance)
	ZOOINOTIC DISEASES & EMERGING PATHOGENS		Helicobacter pylori Stool Antigen

REQUISITION ONLY ORDER (SEE REVERSE FOR LIST OF FORMS) REQUISITION CODE** NO. REQUESTED ADDITIONAL REQUESTS (indicate)

SEE REVERSE SIDE FOR ADDITIONAL INFORMATION. VISIT OUR WEBSITE FOR INFORMATION ON COLLECTION PROCEDURES. Form DCOM_Q07_4101F 1.00 Version 6.1 05/2020 PHSA 202