

COVID-19 Specimen Collection and Submission Guidelines

Healthcare providers with authorized patients (via [RedCap](#)) should work with their infection preventionists and laboratory personnel to collect specimens for testing. ISDHL requires all COVID-19 test requisitions to be submitted through its Laboratory Information Management System (LimsNet).

Unauthorized specimens and specimens not submitted through LimsNet will not be tested.

LimsNet Test Order/Requisition:

New users

- To sign up for LimsNet, call the LIMS Help Desk 317-921-5506, or email us at LimsAppSupport@isdh.in.gov
- Please provide the following information:
 - Name of your facility
 - Facility address
 - Names and email addresses of all individuals who need LimsNet access at your facility
 - The email body or subject line should read: "Requesting Virology Test Submission Access"

Existing users: see <http://limsnet.isdh.in.gov/>

Specimen Collection: *Recommended Specimen Type is a Nasopharyngeal (NP) Swab*

Click here for further information about collection guidelines: [Specimens](#)

Shipping:

Authorized specimens should be [shipped Category B](#), on cold packs, to the mailing address on the LimsNet Cover page (ISDHL or Eli Lilly).

- Please double check the LIMSNET cover page for the proper shipping address.
- Ensure that your package shipping label matches the mailing address on the LIMSNET cover page.
- Shipment to the incorrect facility will cause testing delays and possible cancellation (>72 hours).
- Specimens will not be received after the normal dock receiving hours. Please keep specimens collected after normal dock receiving hours refrigerated and deliver during normal dock receiving hours:

Monday - Friday 8:15 AM - 4:45 PM Weekends 10 AM - 4 PM

Note: FedEx, USPS, and UPS cannot be received over the Weekend.

- ISDHL or Eli Lilly testing results will only be reported back to the LimsNet submitter. It will be the responsibility of this entity to relay all laboratory results to the patient's healthcare provider.

Please call 317-921-5500 or email isdh-lab-info@isdh.IN.gov for more information.

ISDHL COVID-19 FAQ

Is authorization required for ISDHL or Eli Lilly testing?

Testing will only be performed on approved patients.

How do I get authorization?

Please use the online [RedCap portal](#). To use, fill out the required information. RedCap will indicate if testing is approved or denied at the end of the survey.

What is tested at ISDHL and what is tested at Eli Lilly?

ISDHL is ONLY testing NP swabs on ISDH strike team patients, sputum specimens, and post-mortem specimens. All other specimens are being routed to Eli Lilly for testing.

LimsNet says my specimen is *in transit* but FedEx says the specimen was delivered. Was it lost?

This is an issue within LimsNet that we are working quickly to fix. Thanks for your patience!

We are experiencing shortages of Viral Transport Media (VTM). What should we do?

Please contact your Hospital or [District Preparedness Coordinator](#).

How do I know which district I am in?

[Indiana Public Health Preparedness Districts](#)

I've heard that the FDA authorized use of alternative swabs (e.g. oropharyngeal swabs, mid-turbinate nasal swabs) or alternative transport media (e.g. saline, dry swabs, amies). Are these okay to use?

Due to lack of available data on the sensitivity and accuracy of alternative swab and transport systems, ISDHL can only accept NP swabs transported in VTM or UTM.

Do you know of any lab that is testing specimens from the deceased?

ISDHL has the capability to test autopsy/post-mortem specimens. In LimsNet, please indicate 'yes' that the patient is deceased and enter 'CORONER' under COVID-19 authorization code.

What is the stability of specimens for COVID-19 testing?

Store specimens at 2-8°C for up to 72 hours after collection. If a delay in testing or shipping is expected, store specimens at -70°C or below. If stored at -70°C, specimens must be shipped to ISDHL or Eli Lilly on dry ice and arrive *frozen*. Specimens that have thawed in transport will not be tested.

Is LimsNet submission required?

Yes

What should I do if I don't have access to LimsNet?

Please contact the LimsNet Help Desk at 317-921-5506 or limsappsupport@isdh.in.gov.

What is the turn-around time for results?

Results will be available within three (3) days of specimen receipt.

What happens if I cannot deliver my specimen(s) during normal receiving dock hours?

Specimens will not be received after the normal receiving dock hours (at either ISDHL or Eli Lilly).

These specimens should be refrigerated and delivered during normal receiving dock hours:

Receiving Dock Hours

Monday - Friday 8:15 AM - 4:45 PM Weekends 10:00 AM – 4:00 PM

Do we have to use LimsNet or can we use the Virology Paper Form?

LimsNet is required and must be entered before the specimen can be tested.

Will ISDHL report results to the patient's healthcare provider?

The ISDHL (including specimens tested at Eli Lilly) will only be reported back to the LimsNet submitter. It will be the responsibility of this entity to relay all laboratory results to the patient's healthcare provider.

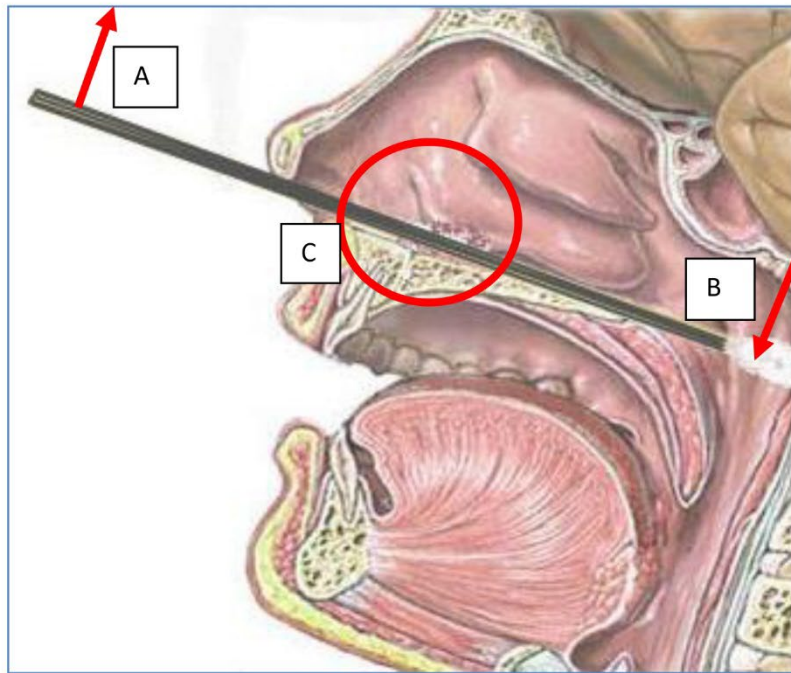
What type of testing is ISDHL performing?

ISDHL is performing the CDC's EUA-approved COVID-19/SARS-CoV-2 test.

What type of testing is Eli Lilly performing?

Eli Lilly is performing the CDC's EUA-approved COVID-19/SARS-CoV-2 test, however their detection and extraction platforms are different than those utilized at ISDHL.

Proper Nasopharyngeal (NP) Swab Collection Quick Reference Guide



- Use nylon flocked tipped, flexible plastic shaft swab
- Don goggles, gloves, mask or other PPE as necessary
- Push the handle end of the swab (A) toward the ceiling such that swab end (B) stays on the floor of the sinus cavity
- Watch that the swab tip doesn't stop at the lower sinus ridge (C).
 - **NOTE:** This happens frequently and folks believe they are at the nasopharynx.
 - As you know, the nasopharynx is located at the very back of the sinus cavity (near the front of the ear) as indicated by the swab tip placement in the photo above.
- Rotate swab gently ½ turn and back to collect epithelial cells and gently remove
- Place swabs directly into viral transport media (VTM)
- Label all specimens as **“Nasopharyngeal” or “NP”**
 - Do NOT label as *“Nasal”*, these are unacceptable for testing
- Store refrigerated until ready to transport to ISDH laboratories

Category B Packaging Checklist

Manufacturer's instructions followed.	<input type="checkbox"/>
Good quality packaging used.	<input type="checkbox"/>
Primary receptacles are sealed and leakproof.	<input type="checkbox"/>
Primary receptacle closures are secured with secondary means.	Optional
Multiple fragile primaries are wrapped individually.	<input type="checkbox"/>
Sufficient absorbent inside each secondary.	<input type="checkbox"/>
Secondary packaging properly sealed and leakproof.	<input type="checkbox"/>
Primary or secondary receptacle 95 kPa pressure compliant.	<input type="checkbox"/>
Itemized list of contents between secondary and outer packaging.	<input type="checkbox"/>
Outer package displays UN specification mark	<input type="checkbox"/>
Rigid outer packaging.	<input type="checkbox"/>
Check minimum external dimensions of outer packaging (one surface at least 100mm x 100mm).	<input type="checkbox"/>



SENDER (from): _____

CONSIGNEE (to): The Indiana State Department of Health Laboratories

NAME AND TELEPHONE NUMBER OF PERSON RESPONSIBLE FOR THE SHIPMENT:

Name: _____

Phone Number: _____

