

## COVID-19 Specimen Collection and Submission Guidelines For Coroners

ISDHL prefers all COVID-19 test requisitions to be submitted through its Laboratory Information Management System (LimsNet), however, if this is not available, the Virology Test Requisition may be submitted instead.

### 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](mailto: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/>

**Paper Form/Requisition:** Write 'CORONER' on the field labeled *Influenza Sentinel Physician Number*. Form is available [here](#).

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

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

**Shipping:** Specimens should be [shipped Category B](#), on cold packs, to:

**Indiana State Department of Health Laboratories**  
**Attn: Virology – COVID-19**  
**550 W. 16th St., Suite B**  
**Indianapolis, IN 46202**

- 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      10:00 AM - 4:00 PM

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

- ISDHL testing results will only be reported back to the LimsNet submitter or facility listed in the *Submitter Information* of the paper form.

Please call 317-921-5500 or email [isdh-lab-info@isdh.IN.gov](mailto:isdh-lab-info@isdh.IN.gov) for more information.

## ISDHL COVID-19 FAQ *For Coroners*

### **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](#)

### **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 on dry ice and arrive *frozen*. Specimens that have thawed in transport will not be tested.

### **Is LimsNet submission required?**

It is strongly recommended, but not required (coroners ONLY). If you do not have access to LimsNet, please complete the [Virology Request Form](#) and submit with your specimen(s).

### **How do I indicate this is a coroner's submission in LimsNet?**

In LimsNet, please indicate 'yes' that the patient is deceased and enter 'CORONER' under COVID-19 authorization code.

### **How do I indicate this is a coroner's submission on the Virology Request Form?**

Write 'CORONER' on the field labeled *Influenza Sentinel Physician Number*.

### **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](mailto: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 ISDHL. These specimens should be refrigerated and delivered during normal receiving dock hours:

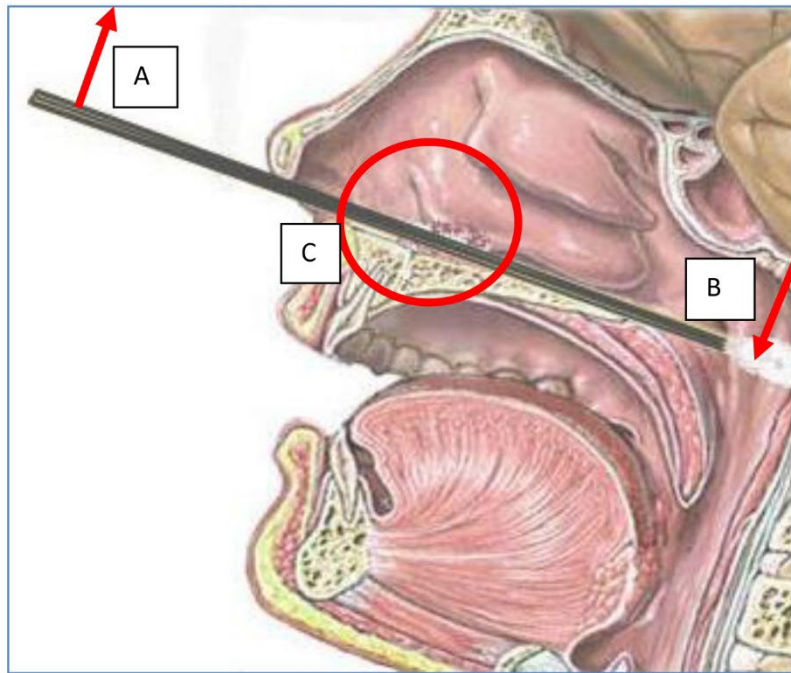
#### Receiving Dock Hours

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

### **What type of testing is ISDHL performing?**

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

## 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

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

\_\_\_\_\_

