

**RUHS PH LABORATORY COVID-19 SUPPLY REQUEST FORM**

**Please fax the completed form to the RUHS PH Lab: (951) 358 – 5015**

<b>Site Name</b>			
<b>Site Address</b>			
<b>Requestor's Name</b>		<b>Contact Number</b>	
<b>Date of Request</b>		<b>Supervisor's Name</b>	

<b>Supply Name</b>	<b>Quantity Requested</b>	<b>LAB USE ONLY</b>	
		<b>Quantity Sent</b>	<b>Item Expiration</b>
COVID-19 Swab Collection Kit			

<b>Date Request Received:</b>	<b>Request Fulfilled Date/ Initials:</b>
<b>Date Supplies Received:</b>	<b>Supplies Received Date/ Initials:</b>

**Instructions:**

Coronavirus Disease 2019 (COVID-19) swab collection kits should be used for collection of **Nasopharyngeal (NP) swab and oropharyngeal (OP) swab** specimens from patients who meet the criteria for a person under investigation (PUI) for potential COVID-19.

*PUIs must be approved by RUHS Public Health Disease Control prior to sending specimens to the RUHS PH laboratory. Please call 951 358 5107 during business hours, or after hours 951 782 2974 for on-call if urgent or emergent.*

**Collection, Transport and Storage of NP and OP swabs:** Use a synthetic fiber swab with plastic shaft. **Do not use** calcium alginate swabs or swabs with wooden shafts. Place swab immediately into a sterile tube with 2-3 ml of viral transport media.

The guidance has been updated for collection. NP and OP swabs can now be **combined** into a single tube with 2-3 ml of VTM. Please still collect both an NP and OP swab. Cap the tube securely.

Specimens *must* be stored at 2-8°C and shipped on cold/ice packs.

For transport, wrap specimen cap in parafilm to prevent leakage and place each specimen in a **separate** biohazard bag containing an absorbent sheet. Specimen must be accompanied by the appropriate LTR form or electronic order request. Test request *must* include a PUI # or the specimen will not be tested.

**Contents of kit:**

1 Nasopharyngeal (NP) swab, 1 Oropharyngeal (OP) swab, 2 viral transport media (VTM) or universal transport media (UTM) tubes, 2 absorbent sheets, and 2 biohazard bags

*Please fax the signed/initialed form back to the PHL once supplies are received.*