

Attachment B

Bloodborne Viruses Laboratory

David Axelrod Institute, Wadsworth Center

New York State Department of Health

120 New Scotland Ave

Albany, NY 12208

phone: (518)-474-2163

INSTRUCTIONS FOR SUBMITTING PEDIATRIC SPECIMENS FOR DIAGNOSTIC HIV OR HCV TESTING

The Bloodborne Viruses Laboratory provides pediatric HIV and hepatitis C virus (HCV) testing to diagnose HIV or HCV infection in infants who are born to individuals with active HIV or HCV infections. To diagnose HIV or HCV infection in this age group, HIV or HCV RNA must be detected using a nucleic acid test (NAT). **Note: while HIV exposed infants should be tested multiple times between birth and 4-6 months of age, HCV exposed infants should be tested once when they are 2-6 months old (or 7-17 months if not previously tested).** Our laboratory follows newborn HIV testing recommendations in NYS clinical guidelines <https://www.hivguidelines.org/perinatal-hiv-care/infant-exposure/> and HCV pediatric test guidelines from the CDC <https://www.cdc.gov/mmwr/volumes/72/rr/rr7204a1.htm>.

1. Obtain a Pediatric HIV/HCV Collection Kit by calling the NYS Order Desk at (518) 474-4175

Collection kits include collection instructions, blood collection tube, specimen packaging, cold packs, insulated shipper, and pre-paid shipping label. Upon receiving the kit, remove cold packs and store in freezer. If a kit is not available or if a different blood tube is needed, submitters may use their own collection and shipping supplies.

2. Collect appropriate specimen for pediatric HIV/HCV testing

EDTA plasma or serum: Collect blood in plasma preparation tube (PPT), serum separator tube (SST), EDTA (lavender top), or red top tube according to manufacturer’s instructions. A minimum of 2mL of blood is needed, although a full tube (4mL) is preferred. Separate plasma/serum from cells via centrifugation within 6 hours of collection. If using PPT or SST, plasma/serum can remain in the primary tube, otherwise transfer plasma/serum to sterile labeled tube.

EDTA whole blood: Collect blood in EDTA (lavender top) tube. A minimum of 2mL of whole blood is needed, although a full tube (4mL) is preferred. DO NOT freeze whole blood or ship whole blood on frozen cold packs.

Low volume samples (< 2mL whole blood or < 1mL plasma/serum) will be tested but assay sensitivity may be affected. All specimen tubes must be labeled with two patient identifiers.

3. Request testing

The preferred method to request pediatric HIV/HCV testing is via the CLIMS application on the Health Commerce System (HCS) - visit <https://www.wadsworth.org/request-tests> for details. Alternatively, download a fillable PDF version of the Infectious Disease Requisition (DOH-4463) <https://www.wadsworth.org/programs/id/idr>.

For pediatric HIV testing, select ‘Pediatric HIV Testing Service’ and complete fields designated as ‘Required for HIV Testing of Infants’. For pediatric HCV testing, select ‘HCV Qualitative RNA’. For all tests, complete all required fields, including patient reference number and submitter information section.

4. Package and ship specimens

Samples must be packaged and shipped according to the Pediatric HIV/HCV Collection Kit Instructions. Ship specimens via courier for next day delivery for receipt at the laboratory on Monday to Friday only. Specimens are not received on Saturdays or NYS holidays. If plasma/serum specimens must be stored prior to shipping, store in the freezer. If whole blood specimens must be stored prior to shipping, they must be refrigerated. DO NOT freeze whole blood.

Request Tests using CLIMS on HCS (preferred)



Request Tests using Infectious Disease Requisition

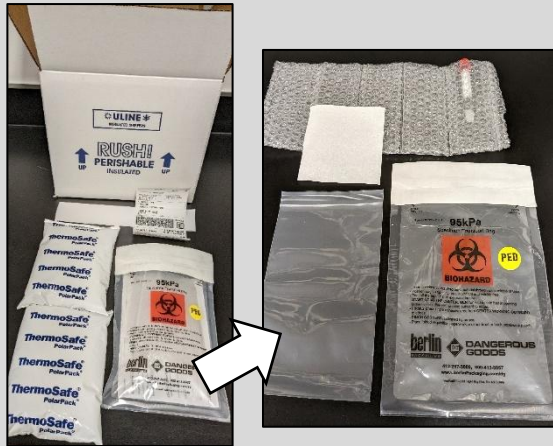


Questions? Call the Bloodborne Viruses Laboratory at (518) 474-2163 or visit our website <https://www.wadsworth.org/programs/id/bloodborne-viruses/clinical-testing>

Wadsworth Center, NYS Department of Health
Pediatric HIV/HCV Collection Kit Instructions

KIT CONTENTS

- Insulated shipper
- Shipping label
- One tape strip
- Two 24 oz cold packs*
- Collection instructions
- Specimen packaging
 - One blood tube
 - Bubble wrap
 - Absorbent material
 - Sealable plastic bag
 - Secondary specimen transport bag



1



Prepare blood sample as outlined in the instructions. Place tube(s) into the bubble wrap. Roll the bubble wrap around the tube(s). Up to 3 tubes can be shipped in each specimen package.

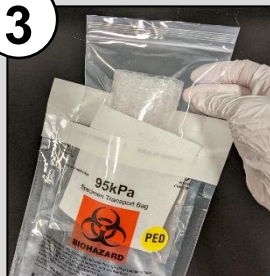
* Store cold packs in the freezer ($\leq -20^{\circ}\text{C}$) when kits are received

2



Insert bubble-wrapped tube(s) into the sealable plastic bag and seal.

3



Insert sealed bag into secondary specimen transport bag with the absorbent material.

4



Remove adhesive backing from bag opening, fold bag at slit. Press hard from center working outward to seal.

5



Fold and place shipping manifest (if online request) or requisition form (DOH-4463) in pouch on the back of the specimen transport bag.

6



IF PLASMA/SERUM: Place one frozen cold pack at bottom of box. Place up to two sealed secondary specimen transport bags into box. Bag(s) will fit snugly. Add second frozen cold pack on top of bag(s). Place lid securely onto box.
IF WHOLE BLOOD: Do not ship on frozen cold packs. Place up to two sealed specimen transport bags into box. Place lid securely onto box.

7



Close box flaps. Use tape strip to seal box. Add shipping label to top of box and ensure that Category B label is affixed to box.