



Florida Department of Health

**Ebola Virus Disease (EVD)
Laboratory Diagnosis**

**Focus Area: Check list for specimen
submission**

Guidance document number 2021-5

Ebola Virus Diagnostic Specimen Submission Check List

Version 65.0 October, 2022

Before shipment of samples for Ebola virus disease testing please complete and initial the following:

1) **Authorization:** Consultation with your local county health department or the state health department epidemiology office at 850-245-4401 has been completed and approval for Ebola virus disease testing has been given. Specimens will not be accepted without prior approval. Name of the epidemiologist approving testing for Ebola virus disease is:
_____ (please print legibly)

2) **Patient Risk Assessment:** Patient risk assessment with local or state epidemiologists using the Decision Algorithm to Assist with Testing and Monitoring of Patients with Suspected Ebola Virus Disease (EVD) algorithm has determined that this patient's exposure risk is:
____ **High Risk Exposure**
____ **Low Risk Exposure**
____ **Travel to the active outbreak countries but no identified exposure**

3) **Specimen Collection and Processing:** Specimens should be collected following CDC's Guidance for Collection, Transport, Testing, and Submission of Specimens for Ebola Virus Testing. Adhere to the OSHA Bloodborne Pathogens Standards and wear appropriate personal protective equipment. At a minimum, standard, contact, and droplet precautions should be utilized while collecting and processing the sample. All sample processing should be completed in a Class 2 Biological Safety Cabinet (BSC) or better.

4) **Packaging-for Shipments by Commercial Carrier:** All suspect Ebola diagnostic specimens have been packaged by a trained, certified shipper according to IATA Packaging Instruction 620 for Category A agents which requires specimens be packed in a triple packaging system with a positively sealed, leakproof primary container wrapped with absorbent material, 95 kPa pressure tested, leakproof secondary container, and a certified rigid outer shipping package marked and labeled per PI 620. A shipper's declaration is required. **Retain a copy in your records for two years.**

or

Packaging-for Transport by Local Courier: As above, specimens must be packaged by a trained, certified shipper in a triple packaging system which consists of a positively sealed, leakproof primary container wrapped with absorbent material, 95 kPa pressure tested, leakproof secondary container, and a certified rigid outer shipping package

marked and labeled per 49 CFR. Packages transported by local courier also require a shipper's declaration and a trained transporter. BPHL can provide assistance completing the shipper's declaration if needed. Contact Leah Kloss at leah.kloss@flhealth.gov or 813-392-9918 for assistance.

- 5) **Laboratory Request Forms Preparation:** Complete and attach (1) DOH Form 1847 and indicate "Ebola RT-PCR" in the "Comment/Additional Information" section in the lower right-hand corner of the form.

Additionally, complete (2) the CDC Infectious Disease ([CDC Form 50.34](https://www.cdc.gov/nceid/dhcpp/vspb/pdf/specimen-submission-508.pdf)) and Viral Special Pathogens Special Branch (<https://www.cdc.gov/nceid/dhcpp/vspb/pdf/specimen-submission-508.pdf>) forms.

The three forms above plus this checklist should be included in the packaging between the secondary and outer package.

- 6) **Package Preparation Verification:** The hospital Infection Control Practitioner (ICP) or their equivalent has examined the package and determined it is appropriately packaged as described in Ebola Virus Diagnostic Specimen Collection, Packaging and Shipping Guidance for Laboratories and County Health Departments.

Signature of reviewing ICP: _____

Print name of person preparing package: _____

- 7) **Ship To one of the following Bureau of Public Health Laboratory locations following consultation with state epidemiologists:**

Bureau of Public Health Laboratories-Tampa
3602 Spectrum Blvd
Tampa, FL 33612
Attention: Justin Hubsmith

For Additional laboratory information: Contact Justin Hubsmith at 813-459-4039 or 813-455-9105 or Lisa Tate 813-459-4039 or 813-956-8853

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Bureau of Public Health Laboratories-Jacksonville
1217 N. Pearl Street
Jacksonville, FL 32202
Attention: Phil Lee

For Additional Information: Contact Phil Lee at 904-791-1712 or 904-945-4415

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For additional consultation with state epidemiologists: Call the state 24/7 epidemiology consultation number 850-245-4401