



Florida Department of Health

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

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

**Guidance document number 2014-2**

**Ebola Virus Diagnostic Specimen Submission Check List**

Version 2.0      September 2, 2014

**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 Interim Guidance for Specimen Collection, Transport, Testing, and Submission for Patients with Suspected Infection with Ebola Virus Disease (EVD). Adhere to the OSHA Blood-borne 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 Biologic Safety Cabinet (BSC) or better.
  
  - 4) **Packaging-for Shipments by Commercial Carrier:** All suspect Ebola diagnostic specimens have been packaged according to IATA/DOT Packaging Instructions 620 for Category A agent which requires specimens be packed in a basic triple packaging system with a primary watertight container wrapped with absorbent material, secondary watertight container and an outer shipping package.
- or**
- Packaging-for Transport by Local Courier:** As above, specimens should be packaged in a basic triple packaging system which consists of a primary watertight container wrapped with absorbent material, secondary watertight container and an outer shipping package. Packages transported by local courier do not require Category A documentation.

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

Complete the CDC Infectious Disease ([CDC Form 50.34](http://www.cdc.gov/ncezid/dhcpp/vspb/pdf/specimen-submission.pdf)) and Viral Pathogens Special Branch (<http://www.cdc.gov/ncezid/dhcpp/vspb/pdf/specimen-submission.pdf>) forms.

The three forms should be included in the packaging between the secondary and outer package.

Also, this checklist must be completed and placed with the completed DOH form 1847 and the two CDC forms when preparing the shipment.

- 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:** Bureau of Public Health Laboratories-Miami  
1325 N.W. 14<sup>th</sup> Avenue  
Miami, FL 33125  
Attention: Stephen White

**For additional laboratory information:** Contact Stephen White at 305-325-2538 or 305-409-9925

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