



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 7.0 May, 2026

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 (24/7 access) 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. Collect 2 specimens per patient as preliminary positives will be forwarded to CDC for confirmation.
- 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 containers (2 per test) wrapped with absorbent material, 95 kPa pressure tested, leakproof secondary container, and a UN 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 containers (2 per test) wrapped with absorbent material, 95 kPa pressure tested, leakproof secondary container, and a UN certified rigid outer shipping package marked and labeled per 49 CFR . Packages transported by local courier also require a shipper’s declaration and a certified transporter. BPHL can provide assistance with ground transport shipper’s declarations 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.

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 following consultation with state epidemiologists:** Contact the BT Coordinator for your region to confirm number of specimens, shipping method, testing laboratory location, and estimated time of arrival. All BPHL Laboratories do not provide this test; please ensure you have the correct lab’s address for shipping. If you do not have contact information or are unsure of your region, call 1-800-FLA-LABS to be connected to an on-call BT Coordinator. **Ship package Attention: BT Coordinator for safe and rapid handling.**

Confirmed with BT Coordinator: (print name)

Assigned testing laboratory location:
