

## REQUIRED FORMS

- Completed Requisition Form
- Completed Financial Form

*Correct and complete specimen identification is essential for accurate test results.*

## CRITERIA FOR SPECIMEN REJECTION

- Broken or leaking specimen tube(s)
- Specimen received at Premier Genomics >7 hours from the time of collection
- Specimen is cloudy
- Specimen labeled incorrectly

Contact Premier Genomics at 1-888-416-8118 with questions about sample preparation and shipping.

# VAGINITIS SWAB PREPARATION CHECKLIST

## VAGINAL SWAB: PROCESS AND PREPARATION

Personnel collecting vaginal specimens should be well trained to minimize the possibility of inadequate sample collection. Use only the swabs and tubes provided.

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| <ul style="list-style-type: none"> <li><input type="checkbox"/> Gently insert the sterile swab into the vagina about 2 inches past the introitus. Rotate the swab against the vaginal wall two or three times, ensuring the entire circumference of the swab has touched the vaginal wall. Swab the lateral vaginal wall while removing the swab.</li> <li><input type="checkbox"/> Immediately place the swab in the collection tube, ensuring the tube remains upright while open (there is liquid on the bottom of the tube).<br/><i>NOTE: If the contents of the tube are spilled use a new collection kit.</i></li> </ul> | <ul style="list-style-type: none"> <li><input type="checkbox"/> With the swab touching the <b>BOTTOM</b> of the collection tube, grasp the pre-scored handle of the swab just above the top of the tube and bend until the swab breaks. Discard the broken handle into a biohazard waste container.</li> <li><input type="checkbox"/> Place the cap over the exposed end of the swab and tightly screw the cap onto the tube.</li> <li><input type="checkbox"/> Label the collection tube with patient name, date of birth, and date of sample collection.</li> <li><input type="checkbox"/> Place the capped collection tube into the biohazard bag for transport.</li> </ul> |
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## ULCER SWAB: PROCESS AND PREPARATION

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| <ul style="list-style-type: none"> <li><input type="checkbox"/> If possible, select a recently developed vesicle containing clear fluid. If there is excess debris (e.g. mucus), cream or other substances over the lesion, wipe gently with sterile saline.</li> <li><input type="checkbox"/> Moisten swab with sterile water.</li> </ul> | <ul style="list-style-type: none"> <li><input type="checkbox"/> Un-roof the lesion and blot expressed fluid with swab. Swab base of lesion firmly to collect virus-infected epithelial cells.</li> <li><input type="checkbox"/> If vesicle is absent, vigorously swab base of ulcer to obtain cells from the base of the lesion.</li> <li><input type="checkbox"/> Immediately after collection, place the swab in the provided collection tube and follow same packing steps as above.</li> </ul> |
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## SHIPPING

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| <ul style="list-style-type: none"> <li><input type="checkbox"/> Keep the specimens at room temperature until pick-up.<br/><i>NOTE: 1 patient per biohazard bag, 4 patients per shipping bag (MAXIMUM).</i></li> <li><input type="checkbox"/> Send an e-mail to <a href="mailto:dntest@premiergx.com">dntest@premiergx.com</a> including the office location, hours of operation, and collection kit ID (located on patient identification label) to schedule specimen pick-up.</li> </ul> | <ul style="list-style-type: none"> <li><input type="checkbox"/> Place biohazard bag securely into clinical specimen shipping bag.</li> <li><input type="checkbox"/> Ship specimens same day using the pre-printed delivery label (provided) to:<br/>Premier Genomics, 250 Ed English Drive, Building 3 Unit D, Shenandoah, TX 77385</li> </ul> |
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