

Instructions for the Submission of Stool Specimens

COLLECTION KIT CONTENTS:

- **Three (3) – 8 x 10 biohazard bags with pouch & absorbent pad**
- **One (1) – Cary Blair vial with indicator (subject to expiration)**
- **One (1) – 4oz sterile cup**
- **One (1) – Disposable scoop**
- **One (1) – DCLS Test Request Form (16857)**
- **One (1) – Patient Instructions for Stool Collection (21835)**
- **One (1) – Paper stool collection device**

Order kits by emailing DCLS_SSSKits@dgs.virginia.gov. Kits will be shipped within 3 business days of order receipt. Cold packs are available upon request.

INSTRUCTIONS:

NOTE: Testing delays or rejection will occur if specimen containers are improperly labeled or if the information on the submission form is incomplete or does not match the specimen. A VDH outbreak number is required for testing. Please check to ensure that specimens are not leaking.

1. Provide specimen collection kits and instructions to patients or facilities. Provide contact information to arrange for specimen pickup.
2. Pick up specimens labeled with the patient's **first and last name, date of birth, and date and time of collection**.
3. Complete the DCLS Test Request Form:
 - a. Ensure the following sections of the form are completed: **patient information box, the patient medical history** (symptoms experienced and date of onset), **name and date of birth** on the top of the back page.
 - b. Fill out the Submitter Information section (this is who will be contacted with results).
 - c. List the disease suspected/diagnosed and any other pertinent details in the Patient Medical History Section.
 - d. Indicate the outbreak number in the Outbreak Information section on the first page.
 - e. On the back of the page within the Enteric Culture/ ID/ Detection section, check "Norovirus" (for the raw/unpreserved stool) and "Enteric Screen Culture" (for the Cary Blair stool).
4. The biohazard bag containing the stool specimens must be refrigerated at 2-8°C until they are transported to DCLS. **DO NOT FREEZE.**
5. Transport labeled specimens **on cold packs at 2-8°C** with completed test request forms to DCLS using overnight delivery by the DCLS courier system or direct delivery to the lab.
6. Specimens should be submitted as soon as possible but must be received and tested at DCLS within **4 days** of collection.

Note: If specimens are not received at the appropriate transport temperature of 2-8°C and/or are not received and tested within 4 days of collection, the specimen will not be eligible for certain testing. Specimens will be rejected dependent upon the test requested.