

Instructions for Collecting and Submitting Lower Respiratory Specimens to DCLS for Legionella Screening

Specimen Collection Kits:

1. *Legionella* collection kits are prepared by DCLS and may be ordered by calling 804-648-4480 ext 104.
2. Upon order receipt, kits will be shipped within 3 business days.
3. **IMPORTANT: Do not mix or substitute collection kit components.**

Kit Contents:

- 1 – 50 mL polypropylene conical tube
- 1 – 95kPa bag with absorbent pad
- 1 – Instructions for Collecting and Submitting Lower Respiratory Specimens to DCLS for *Legionella* Screening (Qualtrax ID# 50388)
- 1- DCLS Test Request Form (Qualtrax ID# 16857)

Specimen Collection:

1. **VDH must notify [DCLS Legionella@dgs.virginia.gov](mailto:DCLS_Legionella@dgs.virginia.gov) of suspected Legionnaires' Disease cases prior to specimen collection for testing approval and courier scheduling.**
2. Collect sputum and/or BAL specimens in the screw cap 50 mL conical tube furnished by DCLS. **Do not submit upper respiratory samples such as spit or nasal secretions.**
3. A minimum specimen volume of 0.2 mL is required.
4. Tighten cap securely.
5. **Label** the conical tube containing the specimen with:
 - a. Patient's full name
 - b. Unique identifier (i.e. Patient ID, Date of Birth)
 - c. Date and time of collection
 - d. Specimen Source (sputum or BAL)
6. The patient name and unique identifier written on the tube must be an **EXACT** match to the DCLS Test Request Form.
7. Place only one label on the specimen container. Ensure label does not extend to the conical end of the tube or wrap over the lid. **Store specimens refrigerated (2-8°C)** until shipment.
8. **Specimens for *Legionella* testing must be submitted to DCLS within less than 24 hours of collection for testing.**

Specimen and Test Order Submission:

1. Fill out the following sections of the DCLS Test Request Form:
 - Patient Information
 - Submitter Information
 - Patient Medical History
 - Outbreak Information
 - Specimen Collection Information
 - Bacteriology ID/Detection: write "*Legionella*" under "Other"
2. Package samples for transport to the laboratory as follows: (Note: In compliance with the shipping regulations detailed in IATA 1.5 and 49 CFR Section 1720700 [U.S. Department of Transportation])
 - Place the **labeled** 50 mL conical tube containing the specimen inside the specimen transport bag with absorbent material.
 - Place DCLS Test Request Form (and other documents if applicable) in the exterior open pouch on the transport bag.
 - Seal the transport bag.
 - **DO NOT** place patient ID labels on the transport bag.
 - Place specimens with **cold packs** in a cooler addressed to DCLS. Specimens should be transported at **2-8°C**.
3. Log all containers for transport to DCLS on the ACE website (accuratecourierexpress.com) with a single ACE barcode per container.
4. Place the cooler in the DCLS courier pick-up site for courier pick up.

Specimens may be rejected IF:

1. No patient name/ID # on the specimen conical tube.
2. Patient identifiers on specimen tube do not match patient identifiers on the DCLS Test Request Form.
3. Appropriate transport temperature is not maintained / specimen not shipped on cold packs.
4. Insufficient specimen volume.
5. Broken or leaking container.
6. Specimen is received GREATER than 24 hours from collection.
7. Specimens that have been centrifuged, pre-processed, treated with any mucolytic agents, or placed in transport media before testing.

Contact Information:

1. To obtain test reports, call 804-648-4480 ext. 142.
2. For questions regarding *Legionella* testing call 804-648-4480 ext. 122 (Dr. Lauren Turner, Lead Scientist) or ext. 210 (Emily Craig, Microbial Reference Group Manager).