Loyola University Chicago Comparative Medicine Facility

Standard Operating Procedure

SOP Number: 02-18-5602 Service: Research

Operating Section: Diagnostic Laboratory

Unit: CMF

Title: Herpes B Virus Exposure Sampling and Shipping

Purpose:

To describe the procedures for sample preparation and shipping following a B-Virus exposure.

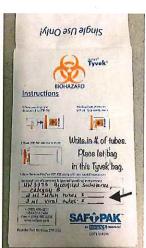
Procedure:

- Follow the sampling guidelines in the B Virus form, http://www2.gsu.edu/~wwwvir/PDFs/2011%20Mini-SOP.pdf mini protocol AFTER wound cleansing and supervisor notification (see SOP "Herpes B-Virus Post-Exposure"). (Copies are also available on the CMF printer in the main office room 026.)
 - a) Human samples are taken at Employee/Student Health during normal business hours or in the Emergency Room outside normal business hours.
 - b) NHP samples are taken by a veterinarian or designee (see SOP "Herpes B-Virus Post-Exposure").
 - Blood collection tubes for NHPs can be found in the B-Virus exposure kit in the NHP gowning pod (076C).
 - d) Viral transport media can be found in the CMF Diagnostic Lab supply refrigerator in room 099 (medical personnel can use any wooden or plastic/dacron swab).
 - e) Pre-prepared B-virus shipper kits can be found on the bottom shelf of the laboratory sample cart inside room 099.
- 2) Obtain and fill out a National B Virus Resource Center sample submission form:
 - a) http://www2.gsu.edu/~wwwvir/PDFs/2015%20Submission%20Form.pdf.
 - Partially filled copies are also available on the CMF printer in the main office room 026.
 - Partially filled copies are also available on the CMF VetDiagLab shared drive, N:\VetDiagLab\BLANK FORMS
- 3) Sample Shipment
 - a) Contact the National B Virus Resource Center to alert them of the shipment, email: bvirus@gsu.edu.
 - i) Include scanned copies of submission forms and let them know the package should arrive on (specified date) and via which carrier.
 - b) Samples shipped to the B Virus Resource Center for diagnosis are classified as "Clinical Samples, Biological Substance Category B (UN3373)". These samples are not classified as "Infectious Agents" so they may be shipped via FedEx or UPS, but they must be sent in packing instructions 650-compliant boxes. Pre-prepared B-virus shipper kits can be found on the laboratory sample cart in room 099.
 - c) Blood tubes must be plastic, spun down, and serum frozen prior to shipping. 2ml serum tubes can be found in the pre-prepared B-virus shipper kit.
 - d) Place samples in Saf-T-Pak biohazard bag with 50ml absorbent (can be found in preprepared B-virus shipper kit). Use separate bags for frozen serum and viral tubes.
 - e) Place sample bags inside Saf-T-Pak Tyvek bags (also found in the shipper kit). Seal the Tyvek bags and write in the number of tubes in each bag.

- f) Place the Tyvek bags in the pre-prepared B-virus shipper kit foam box.
- g) Include at least one freezer pack in the foam box (freezer packs located in CMF Diagnostic Lab sample refrigerator in room 099).
- h) Ask the CMF purchasing agent to request for a "one-time domestic shipment" from the Chemtrec 24 hr emergency service by calling 1-800-262-8200.
 - i) Call Chemtrec at 1-800-262-8200
 - ii) Have payment information ready
 - iii) Email virus handling and decontamination information to Chemtrec (they will provide email during the call). The information is located in the pre-prepared B-virus shipper kits (room 099), on the CMF printer in the main office room 026, and on the CMF VetDiagLab shared drive.
- i) Get a shipping label from the CMF purchasing agent or use the emergency blank shipping label kept in the pre-prepared B-virus shipper kits (found on the laboratory sample cart in room 099) and keep a copy for the assistant director or purchasing agent.
 - i) Samples should be shipped priority overnight (can be accepted Mondays through Saturdays) to this address:
 - National B Virus Resource Center
 - Viral Immunology Center
 - Georgia State University
 - 161 Jesse Hill Jr. Drive
 - Atlanta, Georgia 30303
- j) Make copies of all paperwork for the assistant director or purchasing agent so they can go to the National B Virus Resource Center's payment center,
 - https://secure.touchnet.com/C20797_ustores/web/store_main.jsp?STOREID=57_after receiving the invoice.







APPROVALS

Responsible	Official Signature	PhD	5/30/19 Date
QA Signatur	re A	>	Date 0 6 14 2019
Version #1	Effective Date	Supersedes n/a	Original Date