

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:

- 1) 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").
 - c) 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>.
 - b) Partially filled copies are also available on the CMF printer in the main office room 026.
 - c) 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 pre-prepared 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	<i>[Handwritten Signature]</i>	Date	<i>5/30/19</i>
QA Signature	<i>[Handwritten Signature]</i>	Date	<i>06/14/2019</i>
Version #1	Effective Date	Supersedes	Original Date
		n/a	