Standard Operating Procedure

SOP Number: 02-185802
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.
j) 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.