



# SAN LUIS OBISPO COUNTY Public Health Laboratory

Phone: (805) 781-5507 Fax: (805) 781-1023 [www.sloPublicHealth.org/lab](http://www.sloPublicHealth.org/lab)

## INSTRUCTIONS

### Suspect Ebola Patient – Specimen Transport

1. When either the SLO Public Health Laboratory Director or Laboratory Supervisor is notified, each will make sure the other is aware of the notification and begin to assemble a team to respond.
2. Laboratory Supervisor will make contacts to assemble a team.
3. As required Laboratory Director, Laboratory Supervisor and team members will report to the laboratory to prepare.
4. Roles are assigned by Laboratory Director or Laboratory Supervisor

Courier

Safety observer

Communicator

Forms preparer

5. Courier and Safety Observer (Response Team) will secure a **Response Kit** and other PPE and key to county car ( car number 1728—at PH dept reception key file position 33; car parked in Sierra Way north lot), receive instructions from Health Officer or designee regarding the facility to which a response is needed. Protective material will be placed on the seat of the car where the courier, safety observer or the kit and samples package are placed. Protective material is to be removed on return to the lab. Safety observer should remain in cell phone contact with the Communicator on arrival at the facility and when leaving to return to the laboratory.
  6. Communicator is assigned to maintain communications with the response team, obtain information collected by CD nurses regarding the patient to be sampled to the forms preparer, and be in touch with hospital, state and CDC staff, and place a call to World Courier for pickup once the sample is secure in the laboratory.
  7. Forms preparer—will assemble the DASH (50.34) form, the Viral Special Pathogens Form and the World Courier waybill for each specimen to be sent for testing. If samples are to be sent simultaneously to the Los Angeles Public Health Laboratory and the Centers for Disease control, then appropriate documents are prepared for both destinations. CDC requires DASH, Viral Special Pathogens Lab Form, also multiple copies of the declaration form (as many as World Courier requires) and the World Courier waybill. Los Angeles Public Health Laboratory requires LA Lab requisition, multiple copies of the declaration form (as many as World Courier requires) and the World Courier waybill.
  8. Transfer Protocol
- When the Response Team arrives at the Hospital or other facility to pick up specimens for

# **SPECIMEN COLLECTION & TRANSPORT INSTRUCTIONS**

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## **Insert Specimen Name Here**

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Ebola testing, the following tasks will be performed:

- a. Safety Observer will call the Communicator to verify that the team has arrived and a pick-up is in progress
  - b. Courier will establish contact with the Hospital laboratory representative and make way to transfer area with the Safety Observer
  - c. Courier will don PPE from Response Kit: Gown, two pairs of gloves, face shield. Hospital staff will provide a biohazard bag will be opened to receive biohazardous waste. Safety observer will watch each step of the donning process to verify that each step is performed properly.
  - d. Courier will open two Category A shipping containers to receive both specimens- each consisting of double-bagged EDTA lavender top tube.
  - e. Courier will wipe down each double bagged EDTA lavender top tube with bleach wipe and place double-bagged EDTA lavender top tube in the shipping container
  - f. After closing each container, the courier will wipe down the exterior of the the container with bleach wpies.
  - g. Safety observer will watch each step in the doffing. The courier will wipe down the first set of gloves with bleach wipes, discarding the wipe in the biohazard bag. The first set gloves will be removed with glove-in-glove technique and discarded in the biohazard bag.
  - h. The courier will untie the gown and gently removing and gathering the gown, keeping idrty surfaces inside and rolling it up gently and discarding in the biohazard bag.
  - i. The courier will wipe down the second set of gloves with bleach wipes discarding the wipes in the biohazard bag. The second set gloves will be removed and discarded in the biohazard bag.
  - j. The courier will use hand sanitizer and put on a new set of gloves and remove the face shield and place it in the biohazard bag.
  - k. The courier will wipe down the gloves again with bleach wipes, remove and place the gloves in the biohazard bag.
  - l. The bag will be closed and tied, and placed in another biohazard bag for Hospital directed disposal.
  - m. The Courier will carry the two shipping containers back to vehicle; the Safety Observer will carry the Response Kit.
  - n. The Safety Observer will call the Communicator to indicate that the Response Team is returning, and will drive the vehicle back to the laboratory. Courier will keep the shipping boxes secured for the trip.
9. On arrival back at the laboratory
- a. Courier will carry the shipping boxes to the laboratory.
  - b. Safety observer will don gloves and clear the vehicle and remove the material covering the seat and place in a biohazard bag.
    - c. Courier will obtain the forms from the Forms preparer and complete the packing  
with one shipment to the Los Angeles Public Health Laboratory and one

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**Insert Specimen Name Here**

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shipment to the CDC.

d. Communicator will note the air waybill number for each package and send or call the information to the receiving laboratory.

e. Reporting

a. Communicator will monitor for reports from both CDC and Los Angeles PH Laboratory and relay results to HO and PH as soon as possible

b. Communicator will maintain contact with SLO PH, State, CDC and Hospital as needed. son Ave, San Luis Obispo, CA 93401