

## Mississippi Public Health Laboratory COVID-19 Testing Requirements

- A.** Fully complete **MSDH Form 1198** for each patient.
- Be sure to include the appropriate Submitter information (Name, address, phone number). The listed submitter will receive all reports.
  - If providers want the final reports faxed back directly to their clinic, please identify your clinic information as the submitter AND complete the MPHL form **ISA0-13, Clients Enrolling in the Automatic Fax Transmission Reporting.**
- B.** Collect a Nasopharyngeal Swab.
- Use only a synthetic fiber swab with a plastic shaft.
  - Insert a swab into a nostril parallel to the palate and leave the swab in place for a few seconds to absorb secretions; repeat on the second nostril using the same swab.
- C.** Place the swab into a 2-3 ml vial of viral transport media (VTM such as M4 or M5) or a universal transport media that is appropriate for virus transport.
- D.** Carefully break the swab applicator stick at the preformation (swab tip will remain in VTM) and tighten the cap. Make sure the cap is sealed to avoid leaking.
- E.** Place the VTM tube containing the swab into a biohazard bag with absorbent material. Seal the bag.
- F.** Place the above biohazard bag (contains tube) into the second biohazard bag. Seal the bag.
- G.** Place the completed test request form AND ISA0-13 form inside the outer sleeve of the second biohazard bag. Do **NOT** staple test request form to the bag
- H.** Place sealed biohazard bags and cold packs inside a Styrofoam cooler.
- I.** Close lid and place the Styrofoam cooler inside the sturdy box.
- J.** If the box does not fit tightly, place additional material to fill the extra space
- K.** Tape the box shut and label the box as below:
- From: Facility name  
Physical address  
Responsible Person: Individual's name and phone number of the person responsible for the package in case of an issue
  - To: Mississippi Public Health Laboratory  
Attn: Molecular Diagnostics Section/Thompson Facility  
570 East Woodrow Wilson  
Jackson, MS 39216
  - Print a UN3373, Biological Substance, Category B label
  - Securely tape the UN3373 label to the box.
  - Place the "From", "To" and "UN3373 label" on the same side of the box without overlapping onto another side. Cover or mark out any additional information on box not related to this shipment (i.e. any company name on box, previous shipment labels).
- L.** Specimens may be dropped off directly at the MPHL Monday-Friday, 8am-4:30 pm, or at a local MSDH clinic for delivery to the MPHL. Contact your local MSDH clinic prior to dropping off a specimen to confirm the clinic's hours of operation. If an alternate MSDH drop-off location is required, contact the MSDH Office of Field Services at 601-576-7951 for assistance. Specimens must be received within 3 days of specimen collection and must be maintained at refrigerated temperatures.
- M.** Results will be reported within 24 to 48 hours of specimen receipt to the identified submitter.
- Please wait at least 48 hours before calling the MPHL at 601-576-7582 concerning specimen receipt or results.