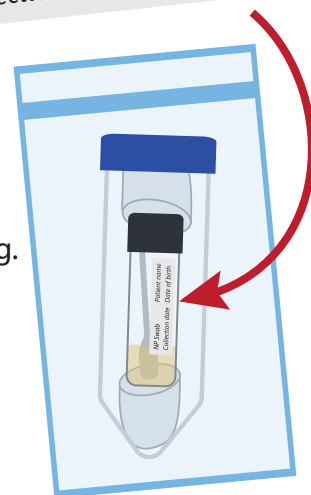


## Checklist for using the NCSLPH COVID-19 Specimen Collection Kit

- Keep the viral transport medium (VTM) refrigerated at 2 - 8°C until ready to use.
- Wear appropriate PPE and collect a nasopharyngeal (NP) swab:
  - Insert swab into nostril parallel to the palate until resistance is met.*
  - Leave in place a few seconds then slowly remove swab while rotating.*
  - Place swab tip in the vial of VTM, aseptically cut off excess shaft, securely cap vial.*
- Fill out specimen label with data shown on right and place directly on the vial of VTM.  
**Do NOT put the label on the plastic conical tube, it is just used for transport.**
- Place vial back inside the conical tube between the padding, then seal inside plastic bag.
- Fill out the COVID-19 Form completely for each specimen.  
**The form cannot go in the small bag with the specimen, in case of leaks.**
- Refrigerate specimen at 2 - 8°C until ready to ship. Three specimens fit in the small box.
- Send back the cold packs! The specimen must be cold, and NCSLPH reuses them.**
- Cut out the printed UN3373 Category B label and tape on outside of the package.
- Transport to NCSLPH by one of two methods: **The State Courier cannot ship COVID-19 specimens.**
  1. Overnight by UPS, printing a prepaid label using our Complete View Returns account.
  2. Hand deliver to our loading dock from 8am - 5pm Mon. - Fri., 8am - 12pm Sat. & Sun.

NP Swab      Patient name  
Collection date      Date of birth



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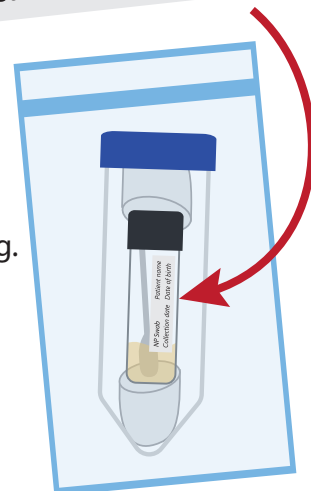
Call us at 919-733-3937 or email us at [slph.covid19@dhhs.nc.gov](mailto:slph.covid19@dhhs.nc.gov) if you have questions.



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