## Packaging Samples for Virological Testing

In order to comply with safe sample transport please make sure that you follow instructions below on how to label, package and send clinical samples to the virology laboratory at the Royal Infirmary of Edinburgh. Inappropriate sample packaging can lead to a clinical risk and to delay in sample processing.

All of the required equipment can be found either in the RIDU (ward 42/43) store room or in ward 41 (outpatients). If you cannot find the required equipment please check with the nurse or infectious diseases consultant in charge.

Figure 1: This is the equipment you will need: Category B suitable container (UN3373) consisting of outer cardboard box and inner plastic tub; sample containers; absorbent pad; bubble wrap; request form; biohazard labels. This equipment can be found in the RIDU store room.
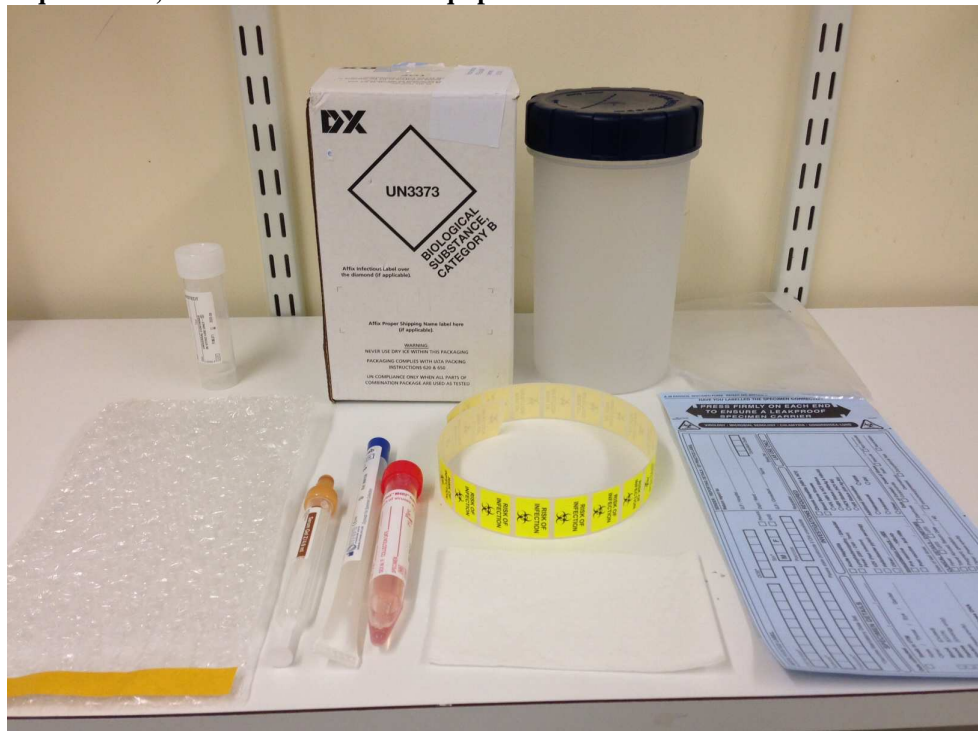
Figure 2: Place absorbent pad into plastic sleeve of virology request form.
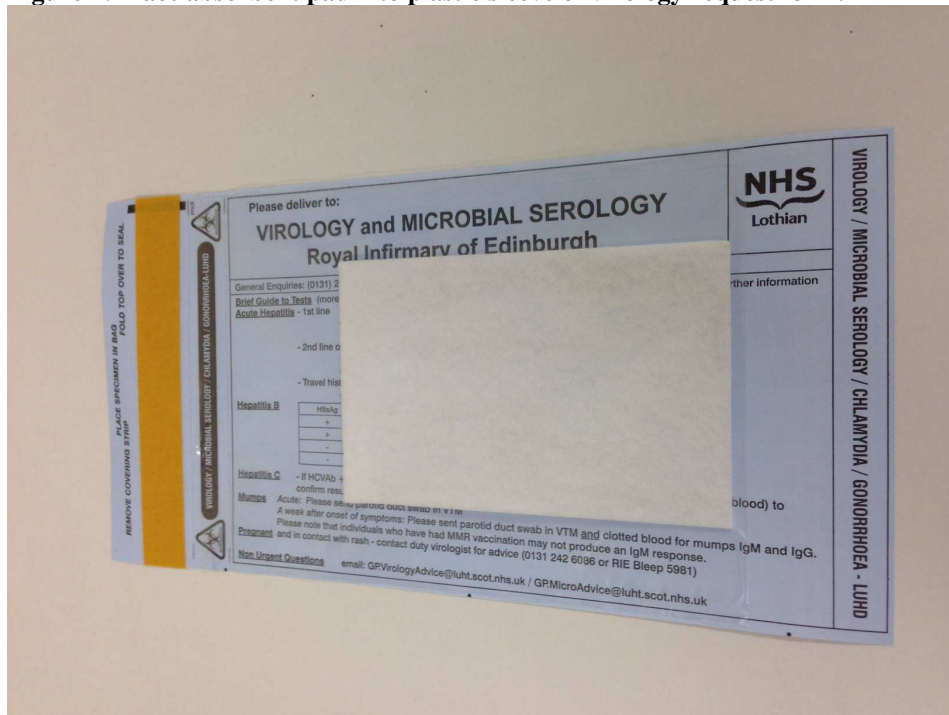
Figure 3: Place labelled sample containers into sleeve.
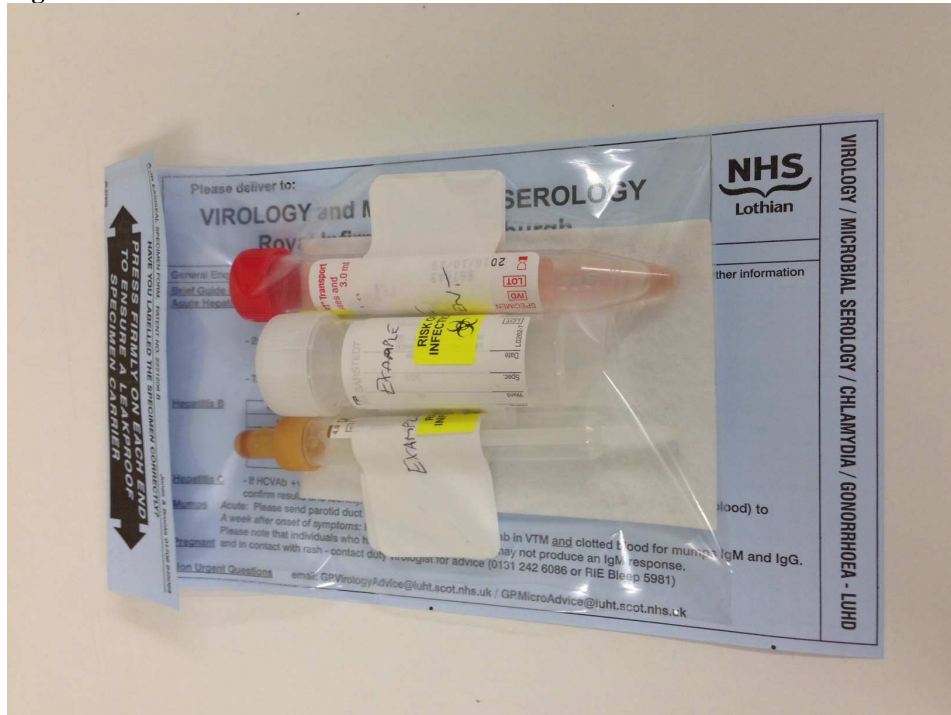
Figure 4: Seal sleeve.

Figure 5: Label request form with patient's clinical details and tests required.

Figure 6: Place into a second plastic bag (double bag samples).

Figure 7: Wrap in bubble wrap.

Figure 8: Place into plastic tub.

Figure 9: Place plastic tub into outer cardboard box. Put a second request forms (with patient details and testing required) inside the cardboard box but outside the plastic tube.

IMPORTANT: Place a second request form with patient details and type of testing required (e.g. MERS-CoV) inside the cardboard box but outside of the plastic tube. This will avoid the risk of the laboratory opening the plastic tube without realising that this is potentially a high risk sample.

Figure 10: Close and seal box. <u>IMPORTANT:</u> Label seal/box "Security Seal. DO NOT OPEN FAO Virology Triage BMS only!"

Figure 11: Label box with recipient's and sender's address. <u>Recipient:</u> Combined Labs Reception, Regional Clinical Virus Lab, Royal Infirmary, 51 Little France, Edinburgh, EH16 4SA; <u>Sender:</u> Regional Infectious Diseases Unit, WGH, EH4 2XU

Finally, call Eagle Couriers for sample uplift. They can be contacted 24 hours a day 7 days a week on: 0845 123 1230. RIDU has an account with Eagle Couriers – account no.: NHS6882 (or via taxi as described above).

For blood samples

All blood samples (other than serology) can be sent to the haematology and biochemistry laboratories double bagged using hospital porters (not pneumatic tube), i.e. no Category B transport required. However, they have to be labelled as biohazard (stating potentially risk of MERS-CoV or Avian Influenza). The laboratory does not need to be notified before sending the samples.

Intra-hospital transfers to other departments

- Must only occur if clinical need dictates and any patients transfer must be in collaboration with the Infection Prevention & Control Team (IPCT):
    - The receiving department must be informed in advance.
    - The patient must be taken straight to and from the investigation/treatment room and must not wait in any communal area.
    - The patient should wear a surgical mask if this can be tolerated to minimise the dispersal of respiratory secretions and reduce environmental contamination.
    - To allow decontamination after any procedure, ideally patients should be at the end of a clinical list (see patient care equipment and environmental control).

Radiology

Patients admitted to RIDU (wards 42/43) requiring CXRs should have this done using the portable x-ray machine on RIDU (rather than the patient being transferred to the radiology department). Ensure that you have liaised with radiology regarding the high risk status of the patient. The radiographers will wear a Jupiter Hood if not fit tested.

If patients need to go to radiology (e.g. for CT) then the generic intra-hospital transfer guidelines as listed above apply.

Most (but not all) radiographers in CT are fit tested. The patient should be wearing a surgical mask as outlined above (provided their oxygen requirements allow this; otherwise they will be wearing an oxygen mask). Again, liaise with radiology and IPC regarding the high risk status of the patient.