

SPECIMEN SUBMISSION GUIDELINES

HIV Diagnostics and Reference Laboratory, Diagnostics and Countermeasures Branch
Center for Infectious Disease Research, Walter Reed Army Institute of Research
508 Research Drive, Silver Spring, MD 20910

HIV Verification Algorithm Test Request Form (OCONUS)

Test Requested	Specimen Requirement	Draw Tube	Shipping Conditions
<input type="checkbox"/> HIV Algorithm	<input type="checkbox"/> 4 ml serum (SST Tubes) <div style="text-align: center;">or</div> <input type="checkbox"/> 4 ml plasma (PPT preferred. EDTA, Na Heparin, Na Citrate, CPDA-1 and ACD plasma is acceptable.)	<p><u>SST Tubes</u> – Invert 5X and allow to clot for 30 min (no more than 2 hrs.) post-collection. Centrifuge 10 minutes at 1000-1300 RCF in a swing bucket centrifuge.</p> <p>NOTE: Tubes MUST be allowed to clot for 30 minutes.</p> <p><u>PPT tubes</u> – Invert 8-10X. Spin tubes within 2 hrs. of collection. Centrifuge in swing-out rotor centrifuge at 1100 RCF for a minimum of 10 min. Freeze plasma aliquot at -20°C.</p>	<p><u>Frozen -20°C</u> – Ship frozen <u>aliquoted</u> specimen with dry ice if specimen will be received at HDRL after 7 days of collection.</p> <p>When shipping frozen, use 2+ lbs. dry ice per day of transport. Shipment on 6 lbs. additional dry ice is recommended in case of shipment delay.</p>

Please fill the request form completely to ensure timely specimen processing.

PATIENT IDENTIFICATION	CONTACT INFORMATION
<p>Patient identifiers <u>MUST INCLUDE</u>:</p> <p>Full Name _____</p> <p>DoDID _____</p> <p style="text-align: center;">OR</p> <p>FMP/SSN _____</p> <p>DOB _____</p> <p>Specimen Draw Date / Time: _____</p> <p>Ship Date: _____</p>	<p>POC _____</p> <p>Physician Name _____</p> <p>Clinic / Center _____</p> <p>Center Address _____</p> <p>_____</p> <p>_____</p> <p>Telephone Number _____</p> <p>Fax Number _____</p> <p>(Commercial # only; please include area/country code)</p> <p>Alternate POC Name _____</p> <p>Alternate POC Phone _____</p>

PROCESSING LAB (For HDRL use only)

BARCODE	DATE RECEIVED	QUANTITY & TYPE RECEIVED / INITIALS

Fax/Email a FedEx tracking and/or invoice number to ensure all shipments sent to the HIV Diagnostics and Reference Laboratory are received, IAW CAP GEN.40530
Shipping Address: 508 Research Dr., Silver Spring, MD, 20910