

**Illinois Department of Public Health**  
**Division of Laboratories**  
**Instructions for BD ProbeTec™ Q<sup>x</sup> Specimen Collection and Submission for**  
***Chlamydia trachomatis* and *Neisseria gonorrhoeae* – Cervical, Urethral and Urine**  
**Using the Wet Swab Collection Kit and Urine Preservative Kit**

*Instructions for Cervical Specimen Collection* (Collect specimen after a PAP smear or wet mount.)

*Note: Use ONLY specimen collection kits specified for use with the BD ProbeTec™ Q<sup>x</sup> Chlamydia trachomatis and Neisseria gonorrhoeae Amplified DNA Assays.*

- 1) Remove the **white cleaning swab** from packaging.
- 2) Using the polyester fiber-tipped cleaning swab with the white shaft, remove excess blood and mucus from the cervical os.
- 3) Discard the used cleaning swab.
- 4) Remove the **pink collection swab** from packaging.
- 5) Insert the collection swab into the cervical canal and rotate for 15 to 30 seconds.
- 6) Withdraw the swab carefully. Avoid contact with the vaginal mucosa.
- 7) Uncap the CT/GC Q<sup>x</sup> Swab Diluent tube.
- 8) Fully insert the collection swab into the CT/GC Q<sup>x</sup> Swab Diluent tube.
- 9) Break the shaft of the swab at the score mark. Use care to avoid splashing of contents.
- 10) Tightly recap the tube.
- 11) Label the tube with patient information and date/time collected.
- 12) Transport to laboratory.

***Instructions for Male Urethral Specimen Collection***

- 1) Remove the swab from packaging.
- 2) Insert the swab 2 cm – 4 cm into the urethra and rotate for three to five seconds.
- 3) Withdraw the swab.
- 4) Uncap the CT/GC Q<sup>x</sup> Swab Diluent tube.
- 5) Fully insert the collection swab into the CT/GC Q<sup>x</sup> Swab Diluent tube.
- 6) Break the shaft of the swab at the score mark. Use care to avoid splashing of contents.
- 7) Tightly recap the tube.
- 8) Label the tube with patient information and date/time collected.
- 9) Transport to laboratory.

*Note: Check the expiration date on the specimen transport tube. Specimens in expired transport media cannot be tested.*

*Note: Male and female diluent tubes contain dimethyl sulfoxide (DMSO) and Potassium hydroxide; avoid contact with skin and eyes.*

***Instructions for Urine Specimen Collection***

- 1) The patient should not have urinated for at least one hour prior to specimen collection.
- 2) Collect the specimen in a sterile, preservative-free specimen collection cup.
- 3) The patient should collect the first 20 mL – 60 mL of voided urine into a urine collection cup. (The first part of the stream – NOT midstream)
- 4) Cap and label with patient identification and date/time collected.
- 5) Transfer urine to a CT/GC Q<sup>x</sup> Urine Preservative Transport (UPT).

***Instructions for Urine Transfer to Q<sup>x</sup> UPT***

- 1) Urine specimens should be transferred from the collection cup to the Q<sup>x</sup> UPT within eight hours of collection if the urine specimen has been stored at 2 C – 30 C. Urine specimens stored at 2 C – 8 C can be held up to 24 hours prior to transfer to the Q<sup>x</sup> UPT.
- 2) Wear clean gloves when handling the Q<sup>x</sup> UPT tube and urine specimen. If gloves come in contact with the specimen, immediately change them to prevent contamination of other specimens.
- 3) Open the Q<sup>x</sup> UPT Collection and Transport Kit and remove the Q<sup>x</sup> UPT and transfer pipette from their packaging.

*Note: Check the expiration date on the specimen transport tube. Specimens in expired transport media cannot be tested.*

***Instructions for Urine Transfer to Q<sup>x</sup> UPT (Continued)***

- 4) Label the Q<sup>x</sup> UPT with the patient identification and date/time collected.
- 5) Hold the Q<sup>x</sup> UPT upright and firmly tap the bottom of the tube on a flat surface to dislodge any large drops from inside the cap. Repeat if necessary.
- 6) Uncap the Q<sup>x</sup> UPT and use the transfer pipette to dispense urine into the tube. **Fill the Q<sup>x</sup> UPT tube so that the volume is between the two purple lines above and below the “Fill Window.”** This volume corresponds to approximately 2.0 mL – 3.0 mL of urine. **DO NOT over fill or under fill the tube.**
- 7) Discard the transfer pipette in a biohazard waste container. NOTE: The transfer pipette is intended for use with a single specimen.
- 8) Tighten the cap securely on the Q<sup>x</sup> UPT.
- 9) Invert the Q<sup>x</sup> UPT three to four times to ensure that the specimen and reagent are well mixed.
- 10) Transport to laboratory.

***Note: The Urine Preservation Collection Kit contains NAP Guard; avoid contact with skin and eyes.***

***Instructions for Cervical, Urethral and Urine Specimen Labeling***

- 1) Place an Illinois Department of Public Health provided bar code label on the requisition form; look for the instruction “Place testing facility bar code label in box below.” Fill out the information on the test requisition **completely**.
- 2) When completing the test requisition, print clearly with the letters entirely within the boxes to avoid the delay or misdirection of the report.
- 3) Place a **matching** bar code label from the “STD/HIV laboratory specimen requisition form log/bar code labels” sheet on the transport tube. Place the label **lengthwise** along the tube; **DO NOT** apply around the tube.
- 4) Other pertinent information also should be added to the transport tube, such as patient name, collection date and patient ID number. Do not write or draw a line over the bar code.
- 5) Transport to the laboratory at 2 C-30 C within two to three days after collection. The specimen must be **tested within 30 days of collection**. Specimens arriving at the laboratory after 3 p.m. will be held until the next working day before testing.

***Instructions for Cervical, Urethral and Urine Specimen Transport***

- 1) **Messenger/Courier by ground transport** Place the individually bagged urine specimen(s) into a biohazard labeled bag with absorbent material and seal securely. Place cervical/urethral specimen(s) into a biohazard labeled bag with absorbent material and seal securely. Place the test requisition(s) on the outside of the biohazard labeled bag. Place the sealed biohazard bag and test requisition(s) inside the shipping container. The shipping container must be rigid, such as a cooler, and labeled with the UN 3373 Biological Substance Category B marking. Close securely.
- 2) **Commercial carrier by ground/air transport** Place the individually bagged urine specimen(s) into a biohazard labeled 95 kPa specimen transport bag with absorbent material. Follow directions on the bag for sealing. Place bagged cervical/urethral specimen(s) into a 95 kPa bag and seal securely. Place the test requisition(s) on the outside of the 95 kPa bag. Place the sealed 95 kPa bag and completed test requisitions(s) inside the **rigid** outer shipping container and close securely. Label the outer shipping container with the appropriate Illinois Department of Public Health laboratory address. Complete the return address section to include the name of the person shipping the package, business name and address and a business phone number. The shipping container must include the UN3373 Biological Substance Category B marking.

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