

**Illinois Department of Public Health
Division of Laboratories**

Instructions for HIV Specimen Submission – Oral Fluid

1. Follow the collection instructions supplied by OraSure®.
2. Attach the Illinois Department of Public Health provided barcode label lengthwise on the specimen tube. The specimen must be labeled with the patient’s full name and date of birth and/or the Illinois Department of Public Health provided barcode.
3. Place the matching Illinois Department of Public Health provided barcode label on the requisition form; look for the instruction “Place testing facility barcode label in the box below.”
4. Complete all information on the test requisition. The patient’s identifier on the test requisition must match the identifier on the specimen. If both name and barcode label are placed on the specimen, they both must match the test requisition.
5. **Messenger/Courier by ground transport** Wrap specimen(s) individually in absorbent material. Place wrapped specimen(s) into biohazard labeled bag 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.
6. **Commercial carrier by ground/air transport** Wrap specimen(s) individually in absorbent material. Place the wrapped specimen(s) inside a biohazard labeled 95 kPa bag and seal following the instructions on the bag. Place the test requisition(s) on the outside of the 95 kPa bag. Place the sealed 95 kPa bag and completed requisition(s) inside the outer shipping container and close securely. Label the **rigid** 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 UN 3373 Biological Substance Category B marking.
7. If the specimen(s) cannot be transported immediately, store at 4° C to 37° C.
8. **Oral fluid specimens for HIV must reach the laboratory within 21 days of collection.**

Note: During warm weather months, add pre-chilled plastic ice (available from the laboratory April - September). Place ice in a sealed bag to prevent leakage.

Ship to:

Illinois Department of
Public Health Laboratory
1155 S. Oakland Ave.
P.O. Box 2797
Carbondale, IL 62902-2797
Phone 618-457-5131
Fax 618-457-6995

Illinois Department of
Public Health Laboratory
2121 W. Taylor St.
Chicago, IL 60612-7260
Phone 312-793-4760
Fax 312-793-1322

Illinois Department of
Public Health Laboratory
825 N. Rutledge St.
Springfield, IL 62702
Phone 217-782-6562
Fax 217-524-7924