



Saginaw County HEALTH DEPARTMENT

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Title:	Aptima Unisex Swab Collection Kit (White Label) for CT/GC and TV for Endocervical, or Urethral
Index:	STI 7
Author(s):	Tammy Theisen
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Authorized by:	Marty Soehnlen
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Organizational Unit:	Saginaw County Regional Laboratory
Section:	High Complexity Testing
Location:	High Complexity Testing

Specimen Collection and Submission Instructions:

Clinician Collected Endocervical and Urethral swabs for

N. gonorrhoeae, C. trachomatis, T. vaginalis testing

Use the HOLOGIC APTIMA® Multitest Swab Collection Kit (White label)

I. Collection kit

- A. Collection kit for clinician collected endocervical and male urethral swab specimens kit (white-labeled tube). This is an IATA Category B.
- B. Check the expiration date. Do not use an expired collection kit.
- C. Verify the patient's identity at the time of collection. Best practice is to ask patient to spell their first and last name.

II. Patient preparation and sample collection:

A. Endocervical swab specimens

1. Remove mucus from the cervical os and surrounding mucosa using the cleaning swab (white shaft swab in the package with red printing). Discard this swab. Note: To remove excess mucus from the cervical os, a large-tipped swab (not provided) may be used.
2. Insert the specimen collection swab (blue shaft swab in the package) into the endocervical canal.
3. Gently rotate the swab clockwise for 10 to 30 seconds in the endocervical canal to ensure adequate sampling.
4. Carefully remove the swab and place in transport (See C).
5. Do not let the swab touch the vaginal mucosa.)

B. Male urethral swab specimens

1. The patient should not have urinated for at least 1 hour prior to sample collection
2. Insert the specimen collection swab (blue shaft swab in the package) 2 to 4 cm into the urethra.
3. Gently rotate the swab clockwise for 2 to 3 seconds in the urethra to ensure adequate sampling
4. Carefully remove the swab and place in transport tube (See C).

C. Transport Tube:

1. Remove the cap from the swab specimen transport tube. **Do not pour off the liquid preservative from the tube.** Immediately place the specimen collection swab into the transport tube.

2. Carefully break the swab shaft against the side of the tube at the scored line, using care to avoid splashing of the liquid. Discard the top portion of the swab shaft as medical waste, leaving the tip of the swab in the tube.
3. Screw the cap on the transport tube as evenly and tightly as possible. Tape or Para-film® around the cap, but DO NOT put tape over the top of the cap.
4. Dispose the rest of the shaft as medical waste.

III. Labeling

- A. Label the transport tube with the completed patient name and at least 1 other unique identifier (For example: specimen number, date of birth, medical record number, etc.)
- B. Verify the patient's identity at the time of collection. Best practice is to ask patient to spell their first and last name.
- C. Enter the required information on the test requisition form. The patient's name and unique identifier on the form must be entered exactly the same as the information on the tube.
- D. If there are multiple specimens from the same patient, please label the specimen tubes with the source. The lab may be unable to determine the specimen source if not identified on the tube.
- E. If there are multiple specimens from the same patient, use a separate test requisition and collection kit for each specimen.

IV. Packaging and Shipping

- A. Specimens should be sent to the lab as soon as possible after collection.
- B. Specimens can be shipped at ambient temperature.
- C. Insert the specimen and absorbent pad into the small plastic bag provided. Make sure it is sealed. Place in the large plastic bag with the Biohazard symbol (Bio-Bag).
- D. Place the completed test requisition in the outside pocket of the Bio-Bag. Seal the bag.
- E. Close the box and secure with sealing tape on both sides of the flap.
- F. Attach the completed address label with the UN3733 label included in kit.
- G. Send to the Saginaw County Health Department laboratory as soon as possible (e.g. courier or United Parcel Service (UPS) etc.).
- H. The specimen will not be tested if:
 1. The specimen container is received leaking.
 2. The specimen is not properly labeled, or the test requisition not completed.
 3. The specimen label does not match the test requisition.
 4. The collection device is expired.
 5. The specimen was collected more than 60 days prior to receipt.
 6. Specimen is collected with the wrong collection device.

VIII. Packaging and shipping are the responsibility of the shipper. Please be sure it is in compliance with shipping regulations.



Chlamydia, Gonorrhea, & Trichomonas -Amplified Test- Endocervical and Urethral Swabs

Saginaw County Health Department
September 18, 2023

www.saginawpublichealth.org
By Authority of Act 368, P.A. 1978

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Author(s): Tammy Theisen

Appendix

Links

Please note: links are only correct at time of printing

Linked to Controlled Document

Document Revision History

Superseded on 27-Sep-2023 14:16 by Marty Soehnlen

Version 2.0 superseded by version 2.1

Document Published on 27-Sep-2023 14:16 by Marty Soehnlen

The document was published and is ready to be used.

Authorised on 27-Sep-2023 14:16 by Marty Soehnlen

Authorised version 2.1 - . The following users will be notified when a review is due for this document:
Tammy Theisen

Document was scheduled to be released on 2023-09-27

Previous version of the document didn't have a review date set.

Authorisation Approved on 27-Sep-2023 14:16 by Marty Soehnlen

The user Approved the authorisation request.

Set Pending Authorisation on 27-Sep-2023 14:13 by Tammy Theisen

Document was set as Pending Authorisation and authorisation requests were sent to:

Marty Soehnlen

Authorisation Requested on 27-Sep-2023 14:13 by Tammy Theisen

Authorisation request sent to Marty Soehnlen by Tammy Theisen on 27-Sep-2023 14:13.

Authorisation Request Deleted on 27-Sep-2023 14:12 by Tammy Theisen

Authorisation request for Marty Soehnlen was deleted by Tammy Theisen.

Reverted To Draft on 27-Sep-2023 14:12 by Tammy Theisen

Document was reverted to draft.

Reason to revert:

"I think I did something wrong to get to Marty. I will try again"

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Draft Created on 18-Sep-2023 13:10 by Tammy Theisen

Reason: UPdating instructions with new kits and to include TV

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Version 1.0 superseded by version 2.0

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The document was published and is ready to be used.

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Authorised version 2.0 - Added throat and rectal sources. The following users will be notified when a review is due for this document: Tammy Theisen

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Marty Soehnlen

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Reason: Added throat and rectal sources

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Tammy Theisen completed task, ""

Creation on 10-May-2019 17:24 by Tammy Theisen

New SOP created

Review Feedback Requested on 10-May-2019 17:24 by Tammy Theisen

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Authorisation

This document was securely signed and authorised by :

Marty Soehnlen: 27-Sep-2023 14:16