

# Checklist (Partner Method)

## Collection of Specimens Suspected to Contain Highly Hazardous Communicable Diseases

### Permission Required by State or Local Public Health Department:

- Your Local Health Department 24/7/365 contact number: \_\_\_\_\_
- DHHS Office of Epidemiology (402) 471-2937 [after hours 402-471-1983]

### Notify NNPHL (24/7 pager 402.888.5588) Prior to Collection:

Arrangement of type of transport and courier will be based on each individual case.

### **CHECK & ORGANIZE YOUR SUPPLIES!**

#### **Gather supplies to take into PUI isolation area (hot zone):**

- Appropriate specimen container(s) as advised by the public health laboratory
- Appropriate collection supplies such as appropriate
  - Collection device i.e.) vacutainer adapter system with safety lock needle or syringe and needle with transfer device (butterfly not considered safe in this setting)
  - Collection prep supplies i.e.) alcohol pads, iodine preps, cotton balls, Band-Aids
  - Tourniquet
  - Other specimen collection devices for respiratory, such as nasopharyngeal swab
- Disinfectant wipes
- Alcohol wipes
- Large adsorbent pads/chux
- Medical waste container and sharps container
- Multiple sizes of gloves
- Printed patient labels with 2 identifiers
- Permanent Blue or Black pen or marker
- Small bio-hazard bags with ABSORBENT MATERIAL (included in kit)
- Large bio-hazard bags (included in kit)
- Trained observer/Partner checklist (included in kit)
- **DO NOT TAKE TRANSPORT KIT INTO HOT ZONE**

#### Follow facility PPE protocol

Enter hot zone with needed supplies, small/large specimen bags and checklist

### Tasks performed in isolation area (hot zone):

#### Designated Staff:

- Health Care Personnel **HCP-Collector**: Collect specimen(s)
- Trained Observer **TO**: **READ STEP-BY-STEP CHECKLIST**

Work slowly, methodically, be aware of possible contamination. If a breach is observed, STOP critically think through the situation.

- ✓ Pre-position supplies on tray/table, adjacent to patient arm used to collect blood.
- ✓ Logistically place supplies, work from clean to dirty side with medical waste container nearby.
- ✓ Set out at least 20 disinfectant wipes and remove gloves from box for easy access.
- ✓ Prep patient according to specimen type required, (blood, respiratory, etc.)
- ✓ **HCP-Collector**: collects appropriate specimen(s), blood must be in **specific order: Clear, Blue, Red, Gold, Green, Purple Grey** top. Mix well, place on clean disinfectant wipe.
- ✓ **CHANGE OUTER GLOVES USING GOOD GLOVE-IN-GLOVE TECHNIQUE**, hand sanitize with new wipe and discard, put on new outer gloves.
- ✓ With new Disinfectant wipe, pick up top of tube.
- ✓ Pick up 2<sup>nd</sup> wipe in other hand, and clean bottom of tube with good friction
- ✓ Holding the bottom of tube with the wipe, use the other hand pick up opened alcohol pad to clean TOP indented rubber stop on vacutainer lid.
- ✓ Lay specimen container down on new disinfectant wipe to dry, discard used wipes and pads.
- ✓ Repeat disinfection step with each tube or device collected, using new wipes.
- ✓ Let each tube or container dry during next glove change.
- ✓ **CHANGE OUTER GLOVES USING GOOD GLOVE-IN-GLOVE TECHNIQUE**, hand sanitize, put on new outer gloves.
- ✓ Place pre-printed label on specimen(s) or manually write with two (2) identifiers.
- ✓ Write initials, date and time on each specimen collected on label with ink pen.
- ✓ **TO**: hold SMALL biohazard bag open, touching only sides (do not hold top).
- ✓ **HCP-Collector**: with new wipe, pick up and place only one specimen into SMALL bag containing adsorbent material, **avoid touching gloves to the sides of the bag**. Discard used wipe.
- ✓ **TO**: will place the SMALL biohazard bag flat on sterile wipe or pad.
- ✓ **HCP-Collector**: Take new wipe in each hand, thoroughly clean outside of bag on both sides, work tube to bottom. Clean from bottom to top.
- ✓ Fold bag over several times to expel air, and rub seal closed.
- ✓ Multiple specimens - Repeat, placing each additional specimen into separate SMALL bag (including short draws-Do NOT discard or store). Fold, seal place on clean wipe.
- ✓ **TO**: hold LARGE biohazard bag open at side.
- ✓ Lead Partner #1 with new wipe, pick up and place SMALL folded bag(s) into LARGE bag.
- ✓ **TO**: place LARGE bag flat on new adsorbent pad.
- ✓ When all specimens are in larger bag, Lead Partner #1: take new wipe in each hand, rub outside of the bag on both sides, work specimen(s) to bottom if possible. Fold the bag several times to expel air, rub seal shut.
- ✓ **HCP-Collector**: **CHANGE OUTER GLOVES USING GOOD GLOVE-IN-GLOVE TECHNIQUE**, hand sanitize with new wipe and discard, donn new outer gloves
- ✓ **HCP-Collector**: Using new wipe between fingertips and bag, carefully hand off larger bag to clean side, placing directly into white Tyvek™ envelope without touching envelope. (Fig 1).
- ✓ Document number and types of specimens collected, notify the incident commander or lead nurse on clean side when the specimens are ready.



Figure

## **Final Packaging Steps performed in Clean Zone:**

First, coordinate with NPHL (24/7 emergency pager 402.888.5588) on what method of transport will be provided. NPHL should provide either a government courier or a commercial courier.

Personnel designed to package on clean side near isolation room can wear routine lab coat and gloves.

- I. **Government Courier** - Use HHCP kit cooler provided by NPHL with UN2814 box.
- II. **Commercial Courier** - Use only Cat A box inside cooler. MUST be DOT certified within 2 years. DO NOT USE COOLER TO SHIP, not acceptable rigid container.
  - **Ground courier** - arranged by NPHL [24/7 number (402) 888-5588] Shipper's Declaration required
  - **FedEx** – Airbill, Shipper Declaration required. See below.
- III. Transport to Onsite Laboratory - Use hard sided cooler if transporting through patient or public areas. MUST be triple packaged. See below.

## **I. Government Courier – Pick Up at ED/ Isolation Unit. Use HHCP cooler provided by NPHL containing UN2814 Infectious Substance box:**

Prior to transfer of double bagged specimen from hot zone to clean area, unpack all cooler/kit items on cart (avoid nurses' station), place in order of use. Keep cooler lid open.

### **Gather supplies for packaging (clean zone):**

- Locate Transport Kit; unpack on cart/table near hot zone.
- Open compartment on the top of cooler, set aside Red Secure Cable Ties
- Open cooler and remove the folder. Retrieve following forms:
  - Collection Instruction Checklist – give to trained observer to read each step-by-step instruction
  - Chain of Custody Form
  - NPHL Order Requisition Form
- Remove white Category A box, open, and remove round vessel, twist off lid and remove bubble wrap. Place each on table.
- Remove and set aside the Silver Thermal Pouch and the White Tyvek™ Envelope.
- Locate the small pre-frozen gel-pack, which originally came with kit, but should be frozen in your facility freezer.
- Keep the cooler lid open.
- Give SMALL & LARGE biohazard bags with absorbent material to HOT zone staff prior to collection.
- Keep the cooler lid open.

### **Trained observer on clean side read out-loud step-by-step checklist – Observe for proper packaging:**

- ✓ Wearing regular lab coat and gloves, hold white Tyvek™ envelope open (only touching sides) while staff from hot/warm zone reaches over to places directly into envelope without touching gloves to envelope. (Above Fig 1).

- ✓ After LARGE bag has been placed into white Tyvek™ envelope, lay on table/cart. Expel air and pull tape to seal. Fold envelope to compact.
- ✓ Place Tyvek™ envelope into silver thermo-pouch (Fig 2).
- ✓ Place prefrozen gelpack into pouch, compact.
- ✓ Pull strip off and seal pouch.
- ✓ Place pouch into round vessel (Fig 3).
- ✓ Thread lid onto vessel to close (do NOT over-tighten lid).
- ✓ Place vessel into UN2814 Infectious Substance box.
- ✓ Close each lid in numerical order.
- ✓ Pull strip on lid #3 press down on lid #4 to seal.
- ✓ **Complete NPHL test order requisition, include approval name/phone and place in the folder.**
- ✓ **REMOVE all PPE.**
- ✓ Write in Responsible Person and emergency phone number on label located on the side of box.
- ✓ Do not touch cooler with gloved hands.
- ✓ Place UN2814 box back into cooler, place bubble wrap around box so content does not shift.
- ✓ **Close the lid of cooler without PPE. Keep the cooler from being touched with gloved hands.**
- ✓ Place red security ties through loops, pull tight to secure. Use both ties if available.
- ✓ If chain-of-custody (COC) is required, write red security ties number(s) on COC form. (Fig 4)
  - Complete top part of COC. Add patient labels all 3 copy pages.
  - List name of person who collected specimens on “Collected by” line.
  - Thereafter, each entity handling kit must print, sign name, provide reason for handling.
  - Document exact numbers, types of specimen tubes on the COC form.
  - Request driver’s license when courier arrives. Write license ID number on form.
  - Courier MUST sign COC form.
  - Place yellow & pink copy of chain-of-custody back in folder. Keep white copy for 2 years.
- ✓ Hand folder back to courier. Courier should keep folder on person, as manifest.
- ✓ Notify NPHL [24/7 number (402) 888-5588] of estimated time of arrival (ETA).

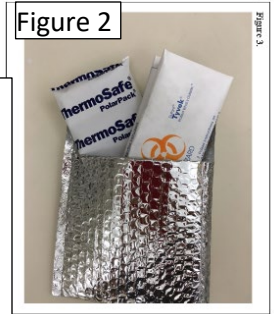


Figure 2



Figure 3



Figure 4

Contact NPHL State Training Coordinator with questions. 402.559.3590

## II. Commercial Courier (arranged by NPHL)

NPHL will determine best commercial courier (call 402.559.3590 for assistance).

Use only prelabelled UN2814 box inside cooler. MUST be DOT certified within 2 years.

- **Ground courier** -Shipper Declaration required. <https://www.nphl.org/shipping.cfm>
- **FedEx** – Airbill, Shipper Declaration required. Call STC for assistance 402.559.3590

## III. Transport to Facility’s Onsite Laboratory

Use HHCP transport cooler or other rigid container when transporting through patient or public areas of same facility. MUST be triple packaged, with primary specimen containers double bagged, then securely placed in rigid outer container to transport to the onsite laboratory.

If centrifugation is performed within assessment or treatment facility satellite lab in biocontainment unit and centrifuged specimen must be transported to onsite clinical laboratory, specimens must be repackaged in double biohazard bags and placed in rigid container for transport. Document via log number and type of containers were transport and consider having security or trained observer accompany.