

Chlamydia trachomatis/Neisseria gonorrhoeae

Specimen Submission Instructions-All Specimen Types

Instructions for *Chlamydia trachomatis/Neisseria gonorrhoeae* Specimen Submission

1. Collect an endocervical, vaginal, rectal, or throat swab or urine specimen according to the Aptima collection instructions found at <https://dph.illinois.gov/topics-services/lab-testing-services/clinical-testing> under Resources.
2. The specimen must be labeled with the patient's full name, date of birth, and date of collection. The identifiers on the tube must match what is entered into the online test ordering portal described below.
3. Enter the test order online using the Electronic Test Ordering and Reporting (ETOR) portal. Print the submission form from the portal and submit a copy with the specimen. Contact dph.labs.dmg@Illinois.gov for enrollment or questions regarding online test ordering. There is no barcode label to place on the specimen.
4. The manufacturer's recommendation is as follows.
 - **Urine Specimens:** Maintain the urine specimen at 2 to 30°C after collection and transfer the urine specimen to the Aptima urine specimen transport tube within 24 hours of collection. Store the specimen at 2 to 30°C immediately and ship the same day as collected, except for Friday. Hold specimens collected on Friday and ship on the following Monday, storing the specimen at 2 to 30°C. Specimens can be shipped at ambient temperature or in a cooler on cold packs the next business day. Specimens must reach the laboratory at 2 to 30°C.
 - **Urogenital Swab Specimens:** Store the specimen at 2 to 30°C immediately and ship the same day as collected, except for Friday. Hold specimens collected on Friday and ship on the following Monday, storing the specimen at 2 to 30°C. Specimens can be shipped at ambient temperature or in a cooler on cold packs the next business day. Specimens must reach the laboratory at 2 to 30°C.
 - **Extragenital Swab Specimens (throat and rectal):** Store the specimen at 4 to 30°C immediately and ship the same day as collected, except for Friday. Hold specimens collected on Friday and ship on the following Monday, storing the specimen at 4 to 30°C. Specimens can be shipped at ambient temperature or in a cooler on cold packs the next business day. Specimens must reach the laboratory at 4 to 30°C.
5. Ship specimens by the fastest delivery method possible.
 - Messenger/Courier by ground transport
 - Wrap specimen in absorbent material and place it in a 2"x8" zipper plastic bag. Place the zipper bag into a biohazard labeled bag, and add sufficient absorbent material to absorb the entire contents, and seal securely. Multiple zipper bags may be placed in the same biohazard labeled bag.
 - Place the test requisition on the outside of the biohazard labeled bag. Place the sealed biohazard bag and test requisition 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.

- Commercial carrier by ground/air transport
 - Place the specimen inside a 2"x8" zipper plastic bag. Place the zipper bag inside a biohazard labeled 95 kPa bag and add sufficient absorbent material to absorb the entire contents. Multiple zipper bags may be placed in the same biohazard labeled 95 kPa bag. Seal following the instructions on the bag.
 - Place the test requisition(s) in the 95 kPa bag outside pouch and seal following the instructions on the bag.
 - Place the sealed 95 kPa bag and completed test requisition(s) inside the shipping container. Add cold packs if shipping in a cooler and close securely.
 - If using the provided FedEx shipping labels, affix the pre-printed label on the outer shipping container with the 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.

6. *Chlamydia trachomatis*/*Neisseria gonorrhoeae* specimens should be shipped the same day as collected, except for Friday. Hold specimens collected on Friday and ship on the following Monday.

Ship to:

Carbondale Laboratory
 Illinois Department of Public Health
 Division of Laboratories
 1155 South Oakland Ave.
 Carbondale, IL 62901
 Phone: 618-457-5131