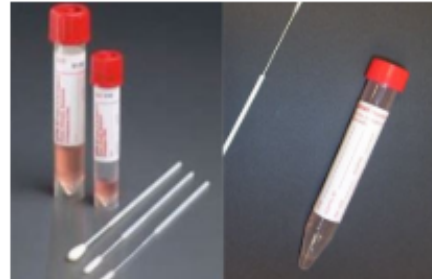




## COVID-19 Sample Submission Guidance for NP and OP Swabs

### Preferred Sample Type:

- Nasopharyngeal (NP) swab in viral transport media  
AND
- Oropharyngeal (OP) swab in viral transport media  
OR
- Nasopharyngeal (NP) swab and Oropharyngeal (OP) swab in viral transport media



### Requirements for NP and OP swabs:

1. The NP and OP swabs in separate tubes and each must have their own requisition.
2. Collection date and time.
3. Name and DOB written on each tube.
  - a. CDPHE-Laboratory Services is required to confirm the sample and the requisition are from the same patient to prevent reporting errors.
4. Accompanied by the LabOnline Chain of Custody form or a requisition form.
  - a. **DO NOT PLACE FORMS IN THE SAME COMPARTMENT AS THE SAMPLE.**
    - i. This will delay sample testing and may contaminate the requisition form.
  - b. On the requisition form:
    - i. Name and DOB of the patient.
    - ii. Collection date and time
    - iii. Symptomatic (Y/N) and symptom onset date.
    - iv. Travel History (Y/N) and location/dates
    - v. Contact with known COVID-19 case (Y/N)
    - vi. Hospitalized (Y/N)
    - vii. Name and contact information of the submitter.





## COVID-19 Sample Submission Guidance for NP and OP Swabs

### Packaging for Transport:

#### Exclusive Use Courier:

- Sample tube placed within the sealed compartment of the biohazard bag.
- Requisition form placed in the biohazard bag compartment.
  - DO NOT PLACE THE REQUISITION FORM IN THE SAME COMPARTMENT AS THE SAMPLE.
- Place the bagged sample in a second bag to contain any leakage.

### Reminders:

- It is permissible to submit separate NP and OP swabs in the same biohazard bag, if they both have their own unique requisition form. Clearly indicate “NP” or “OP” or “NP/OP” on each tube.
- Please submit a test request for each sample. Label each individual sample with sample type, patient name, and date of birth.
- Include the LabOnline chain of custody number with your sample submission.
- Causes for testing delays - Paper specimen submissions:
  - Placing paper requisition forms directly in the bag with the specimens.
  - Using a test request form that is not a CDPHE/Laboratory Services Division requisition form.
  - Not indicating if the patient is symptomatic or asymptomatic on the requisition form.
- Causes for testing delays - LabOnline specimen submissions:
  - The ‘chain of custody’ number from LabOnline is not written on the tube or specimen bag if a paper copy of the requisition form is not shipped with the specimen.
  - If submitting multiple specimens per patient, there should be two or more samples displayed in the “Samples” section of LabOnline. See picture.

