






Version: 6 Date: May 25, 2020 Owner: Microbiology – Dr. Yan Chen Applicable Sites: St. Joseph’s Health Centre, St. Michael’s Hospital, Providence Healthcare


UHT COVID-19 Sample Collection Kits

2020 Introduction Dates of COVID-19 Sample Collection



Item #	Swab Type	Description	Use	Picture	Link to Instructions <i>Click on the links to access detailed collection instructions or scroll below</i>
1	Copan UTM® <i>Typical NP swab</i>	Single Flexible Minitip Nylon® Flocked Swab with 3 mL UTM® Medium	A nasopharyngeal specimen is recommended with the flexible minitip Nylon® Flocked Swab If a nasopharyngeal specimen is unable to collect, a Throat swab is alternative with the flexible minitip Nylon® Flocked Swab		Nasopharyngeal Throat
2	Copan UTM®	Regular and Minitip Nylon® Flocked Swab with 3 mL UTM® Medium	A nasopharyngeal specimen is recommended with the skinny tip swab (Minitip Nylon® Flocked Swab) If a nasopharyngeal specimen is unable to collect, a Throat swab is alternative with the larger tip swab (Regular Nylon® Flocked Swab)		Nasopharyngeal Throat

3	Roche Cobas®	PCR Media Dual Swab Sample Kit with one woven tip swab and one flocked tip swab	<p>A nasopharyngeal specimen is recommended with the skinny flocked tip swab</p> <p>If a nasopharyngeal specimen is unable to collect, a Throat swab is alternative with the larger woven tip swab</p>		<p>Nasopharyngeal</p> <p>Throat</p>
4	Roche Cobas®	PCR Media Uni Swab Sample Kit with a woven tip swab larger than the typical nasopharyngeal swab	<p>A Deep Nasal specimen with the woven tip swab</p> <p>If a Deep Nasal specimen is unable to collect, a Throat swab is alternative with the woven tip swab</p>		<p>Deep Nasal</p> <p>Throat</p>
5	Norgen i-Clean / CY93050	Flocked swab of medical-grade nylon microfibers	<p>A Deep Nasal specimen with the flocked swab</p> <p>If a Deep Nasal specimen is unable to collect, a Throat swab is alternative with the flocked swab</p>		<p>Deep Nasal</p> <p>Throat</p>

6	<p><u>Roche Cobas®</u></p>	<p>Single flocked swab similar to a typical NP swab with Cobas® PCR Media</p>	<p>A nasopharyngeal specimen is recommended with the flocked swab included</p> <p>If a nasopharyngeal specimen is unable to collect, a Throat swab is alternative with the flocked swab included</p>		<p><u>Nasopharyngeal</u></p> <p><u>Throat</u></p>
---	-----------------------------------	---	---	---	---

COVID-19 Test Ordering and Collection Instructions

****DO NOT USE THE PNEUMATIC TUBE****

for ANY clinical specimens (not just NP/Deep Nasal/Throat Swabs) for suspected or confirmed COVID-19 patients

NOTE THERE ARE DIFFERENT KITS AVAILABLE AS PER THE TABLE ABOVE

--Item # 1-----

Contents of Kit #1:

1. One Copan Universal Transport Media (UTM) kit (includes 1 single flexible minitip nylon® flocked swab and 1 UTM transport media tube)
2. Instructions for specimen collection
3. PHOL requisition (COVID-19 test can now be ordered in Soarian or Sunrise. A PHOL requisition is required if the test cannot be ordered in Soarian or Sunrise e.g. for outpatients in Dialysis Unit)

Recommended Specimen for Collection for Swab Type 1:

- One Nasopharyngeal (NP) swab in Universal Transport Media
- If unable to obtain, collect one Throat swab in Universal Transport Media

--Item # 2--**Contents of Kit #2:**

1. One Copan Universal Transport Media (UTM) kits (includes 1 regular and 1 minitip nylon[®] flocked swab and 1 UTM transport media tube).
2. Use the small skinny tip for Nasopharyngeal (NP) collection, discard the unused larger tip swab
3. Use the larger tip or the small skinny tip for Throat collection, discard the unused swab
4. Once collected place only one swab per UTM tube
5. Instructions for specimen collection
6. PHOL requisition (COVID-19 test can now be ordered in Soarian or Sunrise. A PHOL requisition is required if the test cannot be ordered in Soarian or Sunrise e.g. for outpatients in Dialysis Unit)

Recommended Specimen for Collection for Swab Type 2:

- One Nasopharyngeal (NP) swab in Universal Transport Media
- If unable to obtain, collect one Throat swab in Universal Transport Media

--Item # 3--**Contents of Kit #3:**

1. One Cobas[®] PCR Media Dual Swab Sample kit (includes 1 woven tip and 1 flocked tip swab and 1 Cobas[®] PCR medium).
2. Use the small skinny flocked tip for Nasopharyngeal collection, discard the unused larger woven tip swab
3. Use the larger woven tip or small skinny flocked tip for Throat collection, discard the unused swab
4. Once collected place only one swab per Cobas[®] PCR medium tube
5. Instructions for specimen collection
6. PHOL requisition (COVID-19 test can now be ordered in Soarian or Sunrise. A PHOL requisition is only required if the test cannot be ordered in Soarian or Sunrise e.g. for outpatients in Dialysis Unit)

Recommended Specimen for Collection for Swab Type 3:

- One Nasopharyngeal (NP) swab in Cobas[®] PCR Media
- If unable to obtain, collect one Throat swab in Cobas[®] PCR Media

--Item # 4--

**Note that a DEEP NASAL SWAB (or throat) is recommended for the Cobas[®] Uni Swab included in this sample collection kit.
DO NOT collect nasopharyngeal specimens with this swab**

Contents of Kit #4:

1. One Cobas® PCR Media Uni Swab Sample Packet (includes 1 woven tip swab and 1 Cobas® PCR medium)
 - Use the woven tip swab for Deep nasal collection or throat collection
 - Once collected place the swab in Cobas® PCR medium
2. Instructions for specimen collection
3. PHOL requisition (COVID-19 Nasopharyngeal order can be used to order the deep nasal in Soarian or Sunrise. A PHOL requisition is only required if the test cannot be ordered in Soarian or Sunrise e.g. for outpatients in Dialysis Unit)

Recommended Specimen for Collection for Swab Type 4:

- One **Deep nasal** swab in Cobas® PCR medium
- If unable to obtain, collect one Throat swab in Cobas® PCR medium

~~Item # 5~~

Note that a DEEP NASAL SWAB (or throat) is recommended for the Norgen i-Clean/CY93050 included in this sample collection kit. DO NOT collect nasopharyngeal specimens with this swab

Contents of Kit #5:

1. One Norgen i-Clean/CY93050 Sample kit (includes 1 flocked tip swab and 1 Norgen i-Clean transport medium)
 - Use the flocked tip swab for Deep nasal collection or throat collection
 - Once collected place the swab in Norgen i-Clean transport medium
2. Instructions for specimen collection
3. PHOL requisition (COVID-19 “Nasopharyngeal/Deep Nasal Swab” order should be used to order the deep nasal collection in Soarian or Sunrise. A PHOL requisition is only required if the test cannot be ordered in Soarian or Sunrise e.g. for outpatients in Dialysis Unit)

Recommended Specimens for Collection for Swab Type 5:

- One **Deep nasal** swab in Norgen i-Clean transport medium
- If unable to obtain, collect one Throat swab in Norgen i-Clean transport medium

--Item # 6

Please be aware that a NASOPHARYNGEAL SWAB (or throat) is recommended for the Cobas® Swab included in this sample collection kit

Contents of Kit #6:

1. One Roche Cobas® PCR Media Nasopharyngeal Swab kit (includes 1 single flocked swab and 1 Cobas® PCR medium)
 - Use the **included flocked swab for Nasopharyngeal** collection
 - Once collected place the swab in the Cobas® PCR medium
2. Instructions for specimen collection
3. PHOL requisition (COVID-19 “Nasopharyngeal/Deep Nasal Swab” order should be used to order the Nasopharyngeal collection in Soarian or Sunrise. A PHOL requisition is only required if the test cannot be ordered in Soarian or Sunrise e.g. for outpatients in Dialysis Unit)

Recommended Specimens for Collection for Swab Type 6:

- One **Nasopharyngeal** swab in the Cobas® PCR medium
- If unable to obtain, collect one Throat swab in the Cobas® PCR medium

Instructions for Ordering a COVID Test

1. Order a COVID test in Soarian/ Sunrise by selecting the appropriate order set. For nasopharyngeal or deep nasal collections, choose the COVID-19 “Nasopharyngeal/Deep Nasal Swab” order.
2. If the test cannot be ordered in Soarian/ Sunrise, use a PHOL requisition form (highlighted areas **MUST** be completed – including hospitalized or outpatient, recent travel history, upper respiratory tract infection or lower respiratory tract infection/pneumonia, febrile or afebrile, other major symptoms and risk factors.)
3. **All requisitions or orders must indicate whether the patient is symptomatic or asymptomatic**

Instructions for Specimen Transport to the Laboratory

1. **MUST label each swab with site of collection**
 - e.g. **Deep Nasal swab or throat and 2 unique patient identifiers**
 - e.g. **Nasopharyngeal swab or throat and 2 unique patient identifiers**
2. Place each tightly sealed specimen in a separate biohazard bag and then place in biohazard bag with the fluorescent green sticker on it and seal the bag. (i.e. double bagged)
3. If ordering in Soarian/ Sunrise, place the extra labels in the outer pocket of the outer biohazard bag so that registration clerk does not have to open the bag to retrieve patient information for registration in the lab.
4. If using PHOL requisition, place the completed PHOL requisition in the outer pocket of the biohazard bag.
5. **Hand-deliver all specimen from hospital units to lab (i.e. deep nasal or throat and any other clinical specimens for any suspected or confirmed COVID patient). DO NOT SEND WITH PNEUMATIC TUBE.**
6. For offsite centers, transport specimens in approved TDG (Transportation of Dangerous Goods) approved packaging at 2 - 8°C or on wet ice to the laboratory for processing within 48 hours of collection. If required, specimens should be stored at 2-8°C in a refrigerator

Instructions for Collection of Nasopharyngeal (NP) Swabs

1. DO NOT USE EXPIRED KITS.
2. Open and aseptically remove the swab from its package.
3. Collect the specimen (see below) following the onset of symptoms.
 - a. In a seated position, tilt the head back 70 degrees as illustrated in the figure below
 - b. Insert the swab into one nostril, parallel to the palate and along the medial nasal septum, just above the floor of the nasal passage to the posterior nasopharynx until resistance is felt. This should be equal to the distance from nostrils to the outer opening of the ear.
 - c. Briefly rotate the swab once it has been inserted
 - d. Leave swab in place for a few seconds to absorb material
 - e. Withdraw swab
4. Aseptically remove cap from vial and insert swab in medium.
5. Break swab shaft evenly at the scored line to fit in tube well below the cap and replace cap to vial closing tightly
6. Label with appropriate patient information, DATE and TIME collected and NP site of collection.
7. Place specimen in the biohazard bag and seal bag.
8. Complete the highlighted areas of the enclosed PHOL requisition data sheet and place in the pocket on the outside of the biohazard bag.
9. **Hand-deliver all specimen from hospital units to lab (i.e. NP and any other clinical specimens for any suspected or confirmed COVID patient). DO NOT SEND WITH PNEUMATIC TUBE.**
10. For offsite centers, transport specimens in approved TDG (Transportation of Dangerous Goods) approved packaging at 2 - 8°C or on wet ice to the laboratory for processing within 48 hours of collection. If required, specimens should be stored at 2-8°C in a refrigerator

Collection of a Nasopharyngeal Specimen

*the previous instruction on collection of a nasopharyngeal specimen was inaccurate. Please follow this corrected instruction with appropriate swab.

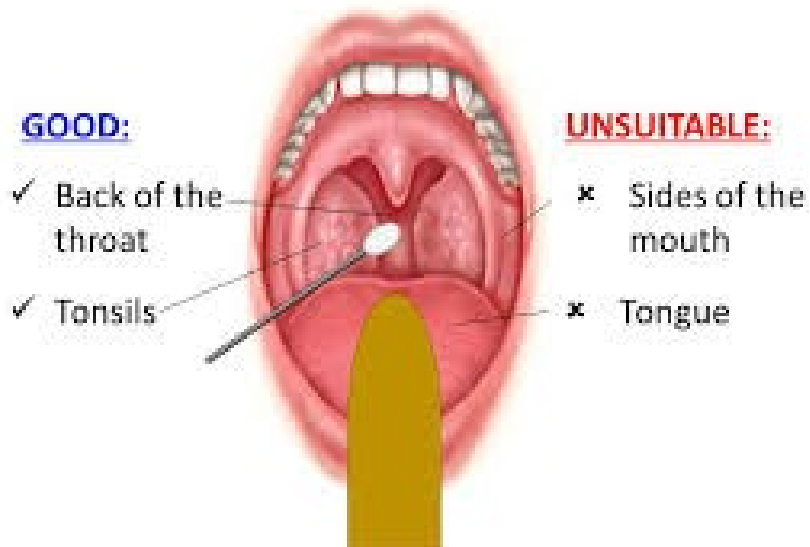


Insert the swab through the nares parallel to the palate until resistance is met. This should be equal to the distance from nostrils to the outer opening of the ear.

Instructions for Collection of Throat Swabs

(The technique is the same as for 'Strep throat testing')

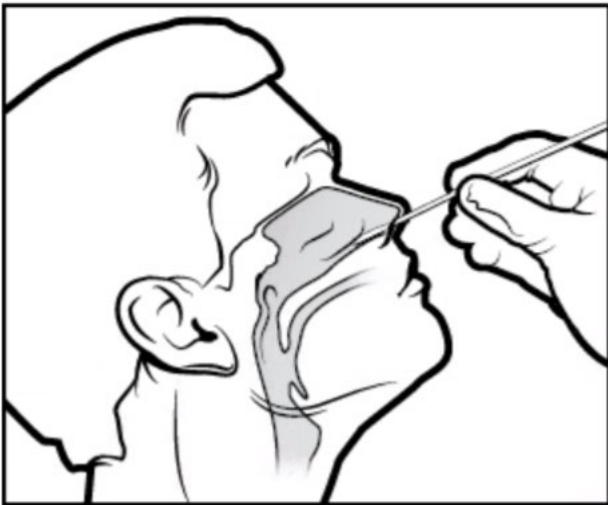
1. DO NOT USE EXPIRED KITS.
2. Open and aseptically remove the sterile woven swab from its package.
3. Using the swab in the kit, vigorously swab the back of the throat around the tonsillar area (see photo below)
4. Aseptically remove cap from vial and insert swab in medium.
5. Break swab shaft evenly at the scored line to fit in tube well below the cap and replace cap to vial closing tightly.
6. Label with appropriate patient information, DATE and TIME collected and throat site of collection.
7. Place specimen in the biohazard bag and seal bag.
8. If not already completed for the deep nasal swab, complete the highlighted areas of the enclosed PHOL requisition data sheet and place in the pocket on the outside of the biohazard bag.
9. Hand-deliver all specimen from hospital units to lab (i.e. deep nasal and or Throat swab and any other clinical specimens for any suspected or confirmed COVID patient). DO NOT SEND WITH PNEUMATIC TUBE



Instructions for Collection of Deep Nasal Swabs

1. DO NOT USE EXPIRED KITS.
2. Open and aseptically remove the swab from its package.
3. Collect the specimen (see below) following the onset of symptoms.
 - a. In a seated position, tilt the head back 70 degrees as illustrated in the figure below
 - b. Place swab 2-3cms into one nostril until resistance is met or as deep as possible without causing harm
 - c. Rotate the swab several times against the nasal mucosa
 - d. Use the same swab, repeat the above collection procedure in the other nostril**
4. Aseptically remove cap from vial and insert swab in medium.
5. Break swab shaft evenly at the scored line to fit in tube well below the cap and replace cap to vial closing tightly.
6. Label with appropriate patient information, DATE and TIME collected and NP site of collection.
7. Place specimen in the biohazard bag and seal bag.
8. Complete the highlighted areas of the enclosed PHOL requisition data sheet and place in the pocket on the outside of the biohazard bag.
- 9. Hand-deliver all specimens from hospital units to lab (i.e. deep nasal or throat and any other clinical specimens for any suspected or confirmed COVID patient). DO NOT SEND WITH PNEUMATIC TUBE.**
10. For offsite centers, transport specimens in approved TDG (Transportation of Dangerous Goods) approved packaging at 2 - 8°C or on wet ice to the laboratory for processing within 48 hours of collection. If required, specimens should be stored at 2-8°C in a refrigerator

Collection of a Deep Nasal Specimen



Insert the swab 2-3 cm into **each** nostril or as deep as possible without causing harm