



## NATIONAL LABORATORY FOR HIV REFERENCE SERVICES

### GUIDELINES FOR SUBMITTING SPECIMENS TO NLHRS

#### Submission Checklist

- NLHRS Requisition completed**
- Provided up to date & secure email for Final Reports**
- Met specimen requirements for selected assay**
- Shipment is packaged according to TDG Regulation\***
- Shipper and Courier are TDG certified\***

NOTE: Changes highlighted in grey

1. **REQUISITION NLHRS – HIV/HTLV/DBS Requisitions must be used for all submissions.**  
Available on <https://cnphi.canada.ca/gts/laboratory/10080>
2. **SPECIMEN REQUIREMENTS**

Assay	Specimen Type	Volume	Storage/Shipping
2.1. HIV-1/2 PCR 2.2. HTLV-I/II PCR/Serology 2.3. HTLV-I Quantification	EDTA anticoagulant whole blood only	5mL ( <i>minimum 2mL with the exception of babies</i> )	Ambient temperature ( <i>received within 48 hours of collection</i> )
2.4. HIV-1 Viral Load	Plasma	minimum 2mL	-70°C
2.5. HIV-2 Viral Load	Plasma	minimum 2mL	-70°C
2.6. HIV-1/2 Serology 2.7. HTLV-I/II <i>INNO-LIA only</i>	Plasma/Serum	minimum 0.6mL	Ship at your storage temperature
2.8 HIV 2.9 HCV 2.10 Syphilis (Screen) 2.11 HBsAg	Dried Blood Spot	Full Card  ( <i>5 full circles optimal; &lt;5 circles limits testing</i> )	Ship at ambient temperature. See Dried Blood Spot Collection, Packaging & Storage Guidelines

The National Laboratory for HIV Reference Services is accredited to ISO 15189 by the Standards Council of Canada for the specific scopes of accreditation published on [www.scc.ca](http://www.scc.ca).

#### **OTHER SPECIMENS - CSF, TISSUE ETC.**

- Contact the NLHRS prior to collecting to ensure sample suitability.

3. **SHIPPING** (<https://tc.canada.ca/en/corporate-services/acts-regulations/list-regulations/transportation-dangerous-goods-regulations>)

- Address: **Specimen Receiving**  
**Attn: Dr. John Kim**  
**National Microbiology Laboratory**  
**1015 Arlington Street, Room J1139**  
**Winnipeg, MB, R3E 3R2**
- Ship by Transportation of Dangerous Goods (TDG) certified courier directly to the NLHRS.
- \*DBS samples are not TDG regulated and can be shipped through standard mail or courier.
- Notify the NLHRS of shipments with the tracking # by fax, phone or email (below).

#### **4. FINAL REPORTS**

- Reports will be emailed and/or faxed only. Please provide an up to date and secure fax/email address.

**Contact:** Lab email: [nlhrs-lnsrv@phac-aspc.gc.ca](mailto:nlhrs-lnsrv@phac-aspc.gc.ca)  
Philip Lacap: (204) 789-6522

Lab Fax: (204) 318-2221  
John Ho: (204) 789-6518