



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

Specimens may be subject to rejection if they are not the appropriate sample type, have insufficient volume, or are not accompanied by relevant patient information

Assay	Specimen Type	Volume	Storage/Shipping
2.1. HIV-1/2 PCR 2.2. HTLV-I/II PCR 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 Serology	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; <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.

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.