



## 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**

#### 1. REQUISITION NLHRS – HIV/HTLV Requisitions must be used for all submissions.

Available on <http://open.cnphi-rcrsp.ca/gts/faces/public/laboratory.xhtml?labId=10080&lang=en>

#### 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 1mL	-70°C
2.5. HIV-2 Viral Load	Plasma	minimum 1.5mL	-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

The National Laboratory for HIV Reference Services is accredited to ISO 15189 and ISO 17043 by the Standards Council of Canada for the specific scopes of accreditation published on [www.scc.ca](http://www.scc.ca).

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

- Contact the NLHRS prior to collecting to ensure sample suitability.
- Note: Specimens categorized as “other” are not subject to accreditation by the Standards Council of Canada for the specific scopes of accreditation published on [www.scc.ca](http://www.scc.ca)

#### 3. SHIPPING (<http://www.tc.gc.ca/eng/tdg/clear-tofc-211.htm>)

- 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.
- 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.

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**Contact:**                      *Lab email:*                      [phac.nlhrs-lnsrv.aspc@canada.ca](mailto:phac.nlhrs-lnsrv.aspc@canada.ca)  
*Lab fax:*                                      (204) 318-2221  
*Stéphanie Lavoie:*                      (204) 789-6523  
*Philip Lacap:*                              (204) 789-6522