



Instructions for Public Health Nurses or Healthcare Staff

Specimen Transport and Submission

- Verify each specimen container is:
 - Properly labeled (Patient Name, DOB, Collection Date/Time)
 - Sealed tightly (through the biohazard bag - **do not** open the bag unless necessary).
 - If there is **no parafilm on the container lid** and if you are able to do so **safely**, seal the collection tube with tape or parafilm. If you are not able to do so, proceed with shipping.
- Ensure a completed requisition form (available at <https://prod.labwebportal.com/wy/#/auth/login>) is included for each specimen, and ensure that each requisition is in the outer pocket of the appropriate specimen bag. Assistance for the Lab Web Portal can be found on WPHL's website.
- The test request you should order is "TB Smear & Culture/ID"

Storage and Transport

- **Refrigerate specimens** if there will be any delay in shipping.
- **DO NOT FREEZE** sputum specimens.
- **Transport specimens daily** whenever possible to maintain specimen integrity.
- Ship specimens according to **Category B Infectious Substance** Shipping Requirements.
- Please notify the laboratory of the incoming sample by emailing wphl@wyo.gov or contacting Jared Spencer at 307-777-3327.
- If using the WPHL Courier
 - Please label the outermost container with "**Keep Refrigerated - Do Not Open.**"
 - Drop off the specimen at the nearest WPHL Courier pickup location.
- If using FedEx (Shipping address in the footer of this document)
 - Please utilize overnight shipping to ensure sample integrity.

Additional Notes

- Specimens should be shipped to WPHL each day as they are received from the patient. If daily shipping is not possible, it is acceptable to wait until all specimens have been received, then to ship them together as one package. Keep specimens in the **refrigerator** until they can be shipped. Ship as soon as possible after the final collection. Please ship specimens early in the week; **do not ship specimens on Fridays unless absolutely necessary and with prior approval from WPHL.**
- Additional resources available at health.wyo.gov » [Public Health Division](#) » [Communicable Disease Unit](#) » [Tuberculosis](#) » [TB Education and Training](#)

Need Assistance?	Contact	Phone
Lab TB Assistance (Sputum/Isolates/Shipping)	Jared Spencer	307-777-3327
Lab Web Portal and Requisition Assistance	Elizabeth White	307-777-7762
Lab Courier and QFT Assistance	Sylvia Freeman	307-777-8222
Lab General	WPHL Main Line	307-777-7431
CDU TB Program	CDU TB Program	cdu.treatment@wyo.gov or 307-777-6563