

COVID-19 Program, Sample Handling and Reporting Instructions

IMPORTANT – Read the instructions carefully before you begin testing the samples

The product you will be receiving contains viral materials that simulate typical samples. Importantly, the material has been rendered **NON-INFECTIOUS**, however, similar to typical clinical samples collected from patients or clients, if mishandled, the material can potentially contaminate workstations and can result in contaminated samples. Handle carefully, and keep your workstation clean and ensure that the tubes and any residual material are immediately discarded after testing. While the material is non-infectious, you should wash your hands after discarding the samples. If the sample is splashed on the face/mouth, clean/gargle with water, and consult medical advice (regarding beta-propiolactone).

Sample Handling Instructions

1. The sample you are receiving contains a small amount (60uL) of test material in a small tube. Open the tube with care and insert a fresh swab into the tube.
2. Roll the swab tip in the test material for about 10 seconds to ensure the tip has absorbed the material. The tube contains more than a sufficient amount of test material. It is NOT necessary to try to absorb all the material into the swab tip. (Please note that the amount of material is ONLY sufficient to allow you to set up ONE swab).
3. Once the swab has absorbed the testing material it can be considered the same as a typical nasopharyngeal swab. It is now ready for testing.
4. The result to be expected is either **Positive** or **Negative**. If after performing the test, you are unable to make a determination of Positive or Negative, record as **Inconclusive** and explain why.

Reporting results

1. Login on to CMPT's portal (<https://member.cmpt.ca>) with your username and password to access the site.
2. Once you are logged in, click on the "Enter Results" tab, you will see the link **Covid-19** that will take you to the report form.
3. Under Lab User field, the username of your Laboratory will be already filled in.
4. Please note that once the test results are submitted they are final and cannot be changed.
5. You will receive immediate feedback by email as to whether your results are consistent or inconsistent with the expected results.
6. Please note that if your laboratory is in British Columbia the results will be shared with the BC Diagnostic Accreditation Program (DAP) and the BC Public Health Agency.

Ensure that the tubes and any residual material are immediately discarded without contaminating your hands, or your workstation. While the material is non-infectious, you should wash your hands after discard to prevent potential contamination.