

## INSTRUCTIONS FOR SUBMITTING PEDIATRIC SPECIMENS FOR DIAGNOSTIC HIV TESTING

The Bloodborne Viruses Laboratory provides pediatric HIV testing to diagnose HIV infection in infants who are born to people living with HIV. To diagnose HIV infection in this age group, HIV DNA or RNA must be detected using a nucleic acid test (NAT).

Our laboratory follows newborn HIV testing recommendations in NYS clinical guidelines. Please see <https://www.hivguidelines.org/perinatal-hiv-care/infant-exposure/> for the most recent update.

### 1. Obtain a Pediatric HIV Collection Kit by calling the NYS Order Desk at (518) 474-4175

Collection kits include collection instructions, blood collection tube, specimen packaging, cold packs, insulated shipper, and pre-paid shipping label. Upon receiving the kit, remove cold packs and store in freezer. If a kit is not available, submitters may use their own collection and shipping supplies.

### 2. Collect appropriate specimen for pediatric HIV testing

**Preferred:** EDTA plasma or serum. Collect blood in plasma preparation tube (PPT), serum separator tube (SST), EDTA (lavender top), or red top tubes according to manufacturer's instructions. A minimum of 2mL of whole blood is needed, although a full tube (4mL) is preferred. Separate plasma/serum from blood cells within 6 hours of collection. If using PPT or SST, plasma/serum can remain in the primary tube, otherwise transfer plasma/serum to sterile labeled tube.

**Acceptable:** Whole blood, if unable to separate plasma/serum. However, DO NOT freeze whole blood. Low volume samples (< 2mL whole blood or < 1mL plasma/serum) will be tested but assay sensitivity may be affected.

**All specimen tubes must be labeled with two patient identifiers.**

### 3. Request testing

The preferred method to request pediatric HIV testing is via the Clinical Laboratory Information Management System (CLIMS) application on the Health Commerce System (HCS). Visit <https://www.wadsworth.org/request-tests> for more information.

An alternate method is to download a fillable PDF version of the Infectious Disease Requisition (DOH-4463) <https://www.wadsworth.org/programs/id/idr>. Complete all required fields, including patient reference number, Submitter Information section and fields designated as 'Required for HIV Testing of Infants'.

### 4. Package and ship specimens

Samples must be packaged and shipped according to the Pediatric HIV Collection Kit Instructions. Ship specimens via courier for next day delivery for receipt at the laboratory on Monday to Friday only. Specimens are not received on Saturdays. If plasma/serum specimens must be stored prior to shipping, store in the freezer. If whole blood specimens must be stored prior to shipping, they must be refrigerated. DO NOT freeze whole blood.

Request Tests  
using CLIMS on  
HCS (preferred)



Request Tests  
using Infectious  
Disease  
Requisition

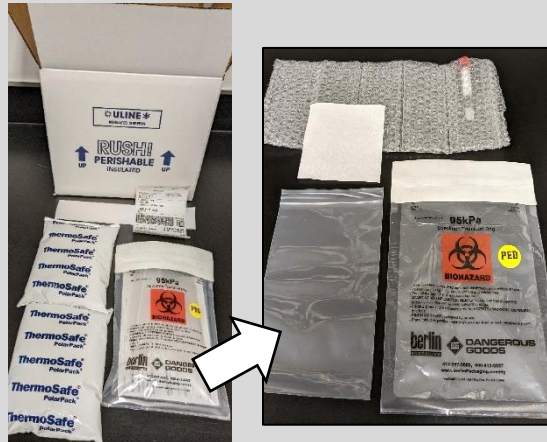


**Questions? Call the Bloodborne Viruses Laboratory at (518) 474-2163 or visit our website**  
<https://www.wadsworth.org/programs/id/bloodborne-viruses/clinical-testing/pediatric-hiv>

# Wadsworth Center, NYS Department of Health Pediatric HIV Collection Kit Instructions

## KIT CONTENTS

- Insulated shipper
- Shipping label
- One tape strip
- Two 24 oz cold packs\*
- Collection instructions
- Specimen packaging
  - One blood tube
  - Bubble wrap
  - Absorbent material
  - Sealable plastic bag
  - Secondary specimen transport bag



1



Prepare blood sample as outlined in the instructions. Place tube(s) into the bubble wrap. Roll the bubble wrap around the tube(s). Up to 3 tubes can be shipped in each specimen package.

\* Store cold packs in the freezer ( $\leq -20^{\circ}\text{C}$ ) when kits are received

2



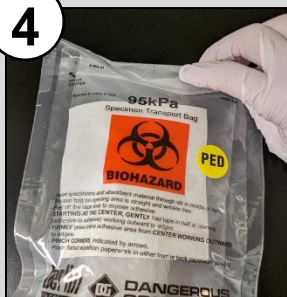
Insert bubble-wrapped tube(s) into the sealable plastic bag and seal.

3



Insert sealed bag into secondary specimen transport bag with the absorbent material.

4



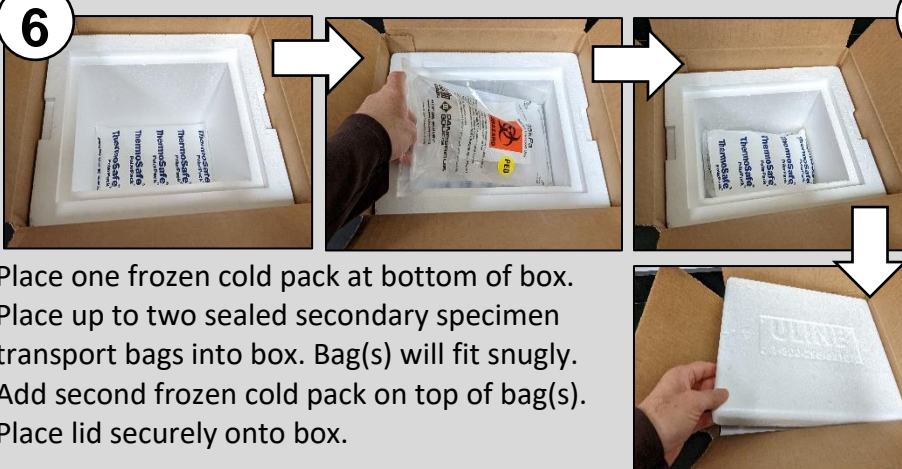
Remove adhesive backing from bag opening, fold bag at slit. Press hard from center working outward to seal and close.

5



Fold and place requisition form (DOH-4463) or shipping manifest (if online request) in pouch on the back of specimen transport bag.

6



Place one frozen cold pack at bottom of box. Place up to two sealed secondary specimen transport bags into box. Bag(s) will fit snugly. Add second frozen cold pack on top of bag(s). Place lid securely onto box.

7



Close box flaps. Use tape strip to seal box. Add shipping label to top of box and ensure that Category B label is affixed to box.