

Guidance for Specimen Submission to the Infectious Disease Laboratory

The PHL-Infectious Disease Laboratory Test Catalog is located at [MN Dept. of Health: Infectious Disease Laboratory \(IDL\) Test Catalog \(https://labinventory.web.health.state.mn.us/#/\)](https://labinventory.web.health.state.mn.us/#/).

- Testing will be cancelled if specimen acceptance criteria is not met.

Contact Information

- Main Public Health Laboratory phone: 651-201-5200
- IDL Specimen Receiving phone: 651-201-4242, Email: health.phlidops@state.mn.us

Specimen requirements are met per test catalog

- Source
- Volume
- Collection container
- Collection time
- Container is labeled with patient identifier
 - Patient identifiers: Patient name, Submitter Specimen ID number, Medical Record Number (MRN)
- Container information matches submission form.

Submission Form

- Submission forms are located at [Forms for the Infectious Disease Laboratory - MN Dept. of Health \(https://www.health.state.mn.us/diseases/idlab/forms.html\)](https://www.health.state.mn.us/diseases/idlab/forms.html).
- Minimum required information:
 - Submitting Facility Name, Address, City, State, and Zip Code
 - Patient's First and Last Name
 - Date of Birth
 - Specimen Date of Collection
 - Source of Specimen
 - Test being requested
- Information on submission form matches specimen container

Packing

- Specimen is placed in a leakproof biohazard bag
- Biohazard bag is placed in a secondary package (Tyvek envelope), box or container.
- Maintain refrigerated (2°C to 8°C), or frozen ($\leq 0.0^{\circ}\text{C}$) shipping temperature.
 - Place secondary package in an insulated container with lid. Place insulated container into shipping box
 - Use completely frozen ice packs to surround specimen packages
 - Use dry ice to keep specimens frozen. If dry ice is not available, use completely frozen ice packs

Specimen Shipping

- Consult with your facility courier service for compliant specimen transport conditions and prompt delivery to the PHL-IDL laboratory.
- For specimen shipments, the recommendation is overnight delivery service to PHL-IDL laboratory.
- The MDH Public Health Laboratory loading dock is open to accept specimens
 - **Monday-Friday from 8:00am – 4:30pm**
 - **Saturday from 8:00am – 12:00pm.**
 - **See Minnesota Lab System Alert page for holiday hours, [Laboratory Alerts from the Minnesota Laboratory System - MN Dept. of Health](https://www.health.state.mn.us/diseases/idlab/mls/alerts.html) (<https://www.health.state.mn.us/diseases/idlab/mls/alerts.html>)**
- Shipping Address
 - **Couriers, FedEx or UPS –**
Minnesota Department of Health
PHL – IDL Specimen Receiving
601 Robert Street North
Saint Paul, MN 55155
 - **United States Postal Service (USPS) –**
Minnesota Department of Health
Public Health Laboratory Division
P.O. Box 64899
Saint Paul, MN 55164-0899