

## How to collect a sample for COVID-19 testing

### Which sample?

- Upper respiratory tract sample (nose and throat swab) in VPSS container or nasopharyngeal aspirate
- Lower respiratory tract sample if obtainable (sputum, endotracheal tube aspirate or bronchoalveolar lavage)

Please note: do **NOT** wet swabs with liquid in virus PCR (VPSS) tube before taking samples

Be careful handling the Virus PCR solution as VPSS is mildly caustic. **If you splash the solution on your hands, skin or eyes, please rinse with copious amounts of water.**

### What will you need?

Appropriate PPE – fluid repellent surgical mask and face/eye protection, plastic apron and gloves\*

	Nose/throat swab	Lower respiratory specimen
<b>You will need</b>	2 swabs (flocked swabs preferred but any swab can be used) 1 VPSS (Viral PCR Sample Solution) container <b>Label container before entering room</b>	Universal container or Specimen collection device if ETA* <b>Label container before entering room</b>
<b>How to do it</b>	<b>The quality of the sampling is vital to the detection of any pathogen present</b>  Take nasal and throat swab separately express on the side of container (one container for both swabs) and discard the swab  Do not leave the swab in container or the sample will NOT be tested  Replace the cap of container tightly	Collect sputum in an universal container Close the lid tightly (remember to remove tubing from ETA specimen container*)
	Request Covid-19 (SARS-CoV-2) on Trakcare	
<b>Packaging</b>	Once samples obtained, place them in a clear plastic sample bag If sending <b>via hospital transport</b> during working hours - place into a teal Category B UN3373 virology <b>bag</b> (picture below) If sending <b>out-of-hours or as emergency sample via taxi</b> – place into a Category B UN3373 <b>container</b> (instructions below)	

\* Respiratory protective equipment (RPE) is required if aerosol generating procedures are performed (e.g. intubation) or patient is in AGP hotspot area.

### Packaging into UN3373 Category B container (out of hours only)

Once specimens have been obtained and you are ready to leave the room, remove PPE as appropriate

Put a fresh pair of gloves

Decontaminate sample container with Acticlor+ using disposable paper towel

Put each sample container in a separate clear plastic sample bag along with absorbent material

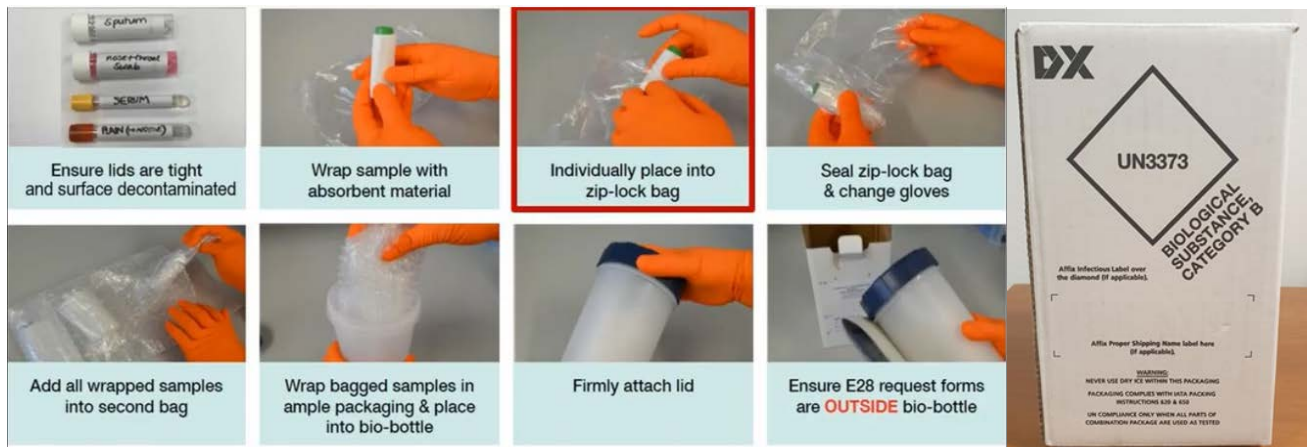
Take gloves off and put a fresh pair on BEFORE placing the specimen bag in a secondary bag and then into solid plastic container (bio-bottle) of the UN3373 box

Please note that it is acceptable to put more than one individually wrapped sample in the bio-bottle

The sample form MUST be outside the bio-bottle (please do not put in the specimen bag or the bio-bottle)

Sellotape the box to ensure it is sealed and label with "Urgent virology sample"

Remove gloves and perform hand hygiene



Teal Category B UN3373 virology bag

Do NOT put Category B box in teal bag. These are two different transporting systems

**Arrange specimen transport and make sure sample goes to the correct lab:**

**08:45 - 17:00 Delivery Address during working hours**

West of Scotland Specialist Virology Centre  
Virology Specimen Reception (Level 5)  
New Lister Building  
**Glasgow Royal Infirmary**  
10-16 Alexandra Parade  
Glasgow G31 2ER  
Scotland

**17.00 – 20.00 Virology specimens can be delivered to Level 4 Microbiology Specimen Reception**

**20:00 - 08:45 Urgent samples should be dropped off at the virology out of hours box which is located at the Wishart Street Emergency Admissions entrance of the Princess Royal Maternity building GRI**