



PIHOA Regional Public Health Laboratory Services

A PROTOCOL FOR SHIPPING AND MYCOBACTERIAL CULTURE AND ANTI-MYCOBACTERIAL SUSCEPTIBILITY TESTING AND FOR THE US-AFFILIATED PACIFIC ISLAND LABORATORIES

1.0 Sputum for Acid Fast Bacilli (AFB) Microscopy

1.1 AFB Microscopy At Local Laboratories

- 1.1.1 All sputum specimens submitted for AFB microscopy shall follow the procedures of testing, recording and reporting as outlined in the local laboratory's TB Laboratory Manual.
- 1.1.2 AFB smear results shall be reported according to the WHO guideline as indicated:

AFB Counts	Recording/Reporting
No AFB in at least 100 fields	No AFB/Negative
1 – 9 AFB in 100 fields	Actual AFB count
10 – 99 AFB in 100 fields	+
1 – 10 AFB per field in at least 50 fields	++
>10 AFB per field in at least 20 fields	+++

2.0 Mycobacterial Culture and Anti-mycobacterial Susceptibility Testing

- 2.1 All sputum specimens requiring mycobacterial culture and anti-mycobacterial susceptibility testing shall be referred to the Diagnostic

Laboratory Services, Inc. (DLS), Honolulu, Hawaii.

- 2.2 DLS Specimen Requirements for Mycobacterial Culture and Anti-mycobacterial Susceptibility Testing at DLS.
 - 2.2.1 All sputum specimens submitted to DLS for mycobacterial culture and anti-mycobacterial susceptibility testing shall adhere to the instructions outlined in the DLS Test Directory on the DLS website <http://www.dlslab.com/>
 - 2.2.2 The summary of the sputum specimen acceptance criteria are as follows:
 - 2.2.2.1 Collect three (3) consecutive early morning sputa at 8-24 hour intervals apart.
 - 2.2.2.2 Sputum specimen are to be collected in a non-leaking (tight fit), sterile collection container (e.g. sputum collection system).
 - 2.2.2.3 Sputum specimens labeled with the patients name, unique patient identification number, and date of collection.
 - 2.2.2.4 The sputum specimen is to be accompanied by a completed DLS Requisition Form (see copy of form attached)
 - 2.2.2.5 Sputum volume: 5mL (Other specimen volumes: CSF - 3mL, sterile body fluid - 5mL, urine - 40mL, and stool - 1gm.
 - 2.2.2.6 No preservative is required.
 - 2.2.2.7 Storage temperature before shipping and in transit is refrigeration temperature (4 - 8 °C)

3.0 TB Shipping Protocol

- 3.1 Transportation of sputum specimens to DLS, Honolulu, Hawaii
 - 3.1.1 Sputum specimens from Palau, Federated States of Micronesia and Republic of Marshall Islands shall be transported on Continental Micronesia.
 - 3.1.2 Sputum specimens from CNMI shall be submitted to DLS, Saipan. DLS, Saipan will facilitate the transportation of the specimens to Honolulu.
 - 3.1.3 Sputum specimens from American Samoa shall be submitted with the other clinical specimens from LBJ Tropical Medical Center in a shipping tub as currently practiced and transported on Hawaiian Airlines.
- 3.2 Shipping Materials
 - 3.2.1 Ensure Availability of Shipping Materials

- 3.2.1.1 Clear, adhesive tape
 - 3.2.1.2 Transparent, biohazard bags with absorbent pads.
 - 3.2.1.3 UN-certified shipping boxes for IATA packing instructions 602
 - 3.2.1.4 UN 2814 labels
 - 3.2.1.5 Continental Micronesia Shipper's Dispatch Form (if required)
 - 3.2.1.6 Continental Micronesia Shipper's Declaration Form
 - 3.2.1.7 Hawaiian Airlines Shipping Documentation (for American Samoa only)
- 3.2.2 Replenishment of TB Shipping Supplies
- 3.2.2.1 Each USAPI laboratory shall notify Stramer Reeves, DLS in a timely manner if their TB shipping supplies need to be replenished. Copy your email message to the PIHOA Regional Laboratory Coordinator.
 - 3.2.2.2 DLS will be responsible for shipping such supplies to the requesting USAPI laboratory.
- 3.3 Pre-shipment notification
- 3.3.1 Advise your local Continental Micronesia/Hawaiian Airlines cargo staff/DLS, Saipan staff of the intended shipment 24 hours prior to shipment date.
 - 3.3.2 Send a pre-alert email to Stramer Reeves, Manager, Logistics Department, DLS; Terrie Koyamatsu, Manager, Microbiology Department, DLS and Yun (Claire) Ying, Supervisor, Mycobacteriology Laboratory of the intended shipping date and the number of specimens to be shipped. See contact details below.
- 3.4 Packaging and Shipping of Sputum Specimens on Continental Micronesia
- 3.4.1 Sputum specimens shipped on Continental Micronesia to Honolulu, Hawaii, will be packed using the current IATA packing instructions 602, Infectious substances affecting humans, Category A.
 - 3.4.2 The total volume of specimens to be shipped **should not** exceed 50mL since this is the maximum volume allowed for carriage on a passenger and cargo aircraft.
 - 3.4.3 Insert the '*Itemized List of Contents*' between the secondary container and the outer shipping package.
 - 3.4.4 The outer package will be marked as:
"UN2814 Infectious substances, affecting humans".
 - 3.4.5 The outer package will be labeled using the "**Class/Division 6.2 Infectious**" label.

- 3.4.6 The TB shipment will be consigned to:
Diagnostic Laboratory Services, Inc.
650 Iwilei Road, Suite 300
Honolulu, HI 96817
CONTACT PERSON: Stramer Reeves
CONTACT PHONE: (808) 589-5137
- 3.4.7 Ensure that all other markings such as Shipper's address, contact person, contact phone number; Total volume of specimens and the Responsible Person's name and phone number are marked legibly on the package.
- 3.4.8 Ensure that the Shipper's Declaration Form and Dispatch Form (if required) are completed neatly and accurately. A sample shipper's declaration form is attached below for your guide.
- 3.4.9 Attach a copy of the DLS import permit to the Air Waybill.
- 3.4.10 Make and retain copies of all your shipping documentation in the laboratory.
- 3.4.11 Deliver your shipment to your local shipping/cargo office.

3.5 General Shipping Reminders

- 3.5.1 Ensure always that all shipments are packed and documentation signed by a current, known certified IATA or HazMat/Dangerous goods shipper.
- 3.5.2 To avoid any delays or weekends in Hawaii, all shipments must depart from your local Continental Micronesia/Hawaiian Airlines stations on any day from Tuesday - Friday of each week.

4.0 Payment of Shipping and Testing Expenses

- 4.1 All shipping expenses for TB specimens to DLS, Hawaii will be the responsibility of DLS.
- 4.2 All testing expenses for TB specimens at DLS shall be the responsibility of DLS.
- 4.3 DLS has set up accounts for each USAPI laboratory and has assigned a unique DLS account number for each laboratory.

5.0 Post-shipment Notification

- 5.1 Inform Stramer Reeves, Manager, Logistics Department, DLS; Terrie Koyamatsu, Manager, Microbiology Department, DLS and Yun (Claire) Ying, Supervisor, Mycobacteriology Laboratory the date of departure of your TB shipment from your local station, the expected of date and time of arrival at the Honolulu International Airport, the flight number and the Air Waybill number.
- 5.2 Copy your email communication to the Continental Micronesia cargo staff indicated below so that they are aware of your TB shipment in transit.
- 5.3 Also copy your email communication to the PIHOA Regional Laboratory Coordinator at the Guam Public Health Laboratory.

6.0 Contact Information

6.1 List of contacts for the notification of testing and shipping of TB shipments to DLS, Honolulu, Hawaii.

Name & Address	Phone	Fax	Email
Diagnostic Laboratory Services, Inc. 650 Iwilei Road Suite 300 Honolulu, HI 96817	(808) 589-5100	(808) 593 - 8357	
Dr. Matthew J. Bankowski Vice President, Technical Director, Microbiology Department, DLS.	(808) 589-5242 (w) (612) 801-2597 (cell)		mbankowski@dlslab.com
Terrie Koyamatsu Manager, Microbiology Department, DLS.	(808) 589-5196 (w)		tkoyamatsu@dlslab.com
Yun (Claire) Ying Supervisor, Mycobacteriology Laboratory, DLS.	(808) 441-5436		cying@dlslab.com
Stramer Reeves Manager, Logistics Department, DLS.	(808) 589-5137 (w)		sreeves@dlslab.com
Continental Micronesia Staff Dan Owen Lance Hoopai Edwin Moriwaki Contance Vierra Aurea Phillip Robert Hudson Brian Wessling Ron Querimit Joe Gogo			dan.owen@coair.com lhoopa@coair.com Edwin.Moriwaki@coair.com Constance.Vierra@coair.com Aurea.Phillip@coair.com Hudson.Robert@coair.com Brian.Wessling@coair.com ron.querimit@coair.com joe.gogo@coair.com
PIHOA Vasiti Uluiviti PIHOA Regional Laboratory Coordinator <u>Postal address:</u> P.O. Box 5314, UOG Station, Mangilao, GU 96923 <u>Physical address:</u> Guam Public Health Laboratory 123 Chalan Kareta, Route 10, Mangilao, GU 96923	(671) 734-3338 (w) (671) 898-1852 (cell)	(671) 734-3338	rlcpihoa@yahoo.com

6.2 List of TB Laboratory Contacts and Laboratory Supervisors in the USAPI

USAPI Laboratory	TB Lab Technician	Laboratory Supervisor/Manager	Phone/fax
LBJ Tropical Medical Center Laboratory, Pago Pago, American Samoa 96799	Ms Seini Biukoto astbiukoto@yahoo.com	Ms Freida Taumua, Asst. Lab Manager freidastaumua@yahoo.com	(684) 633 1222 (phone) (684) 633 1200 (fax)
Medical Laboratory, Commonwealth Health Center, P.O.Box 500409, SaipanMP 96950	Genevieve Gono piklab@gmail.com	Mr John Duenas Acting Lab Manager chclab@dphsaipan.com	(670) 236 8395/6 or (670) 322 7064 (phone) (670) 236 8612 (fax)
Guam Public Health Laboratory, Guam Dept. of Public Health & Social Services, Mangilao P.O. Box 2816, Hagatna, Guam 96932	Ms Lea Nisay lea.nisay@dphss.guam.gov	Ms Mary Jean Jacar mjacar@dlslab.com	(671) 735 7355 (phone) (671) 735 7158 (fax)
Yap State Hospital, P.O. Box 148, Colonia Yap, FSM 96943	Mr Dominic Tiliwebug dominic.tiliwebug@fsmhealth.fm	Ms Maria Marfel Laboratory Supervisor mmarfel@fsmhealth.fm	(691) 350 2110 or 350 2048 (phone) (691) 350 3444 (fax)
Chuuk State Hospital Laboratory P.O. Box 400, Weno, Chuuk, FSM 96942	Mr Kasian Otoko kjoto61@hotmail.com	Mr Mioky Stanley Laboratory Supervisor labvirusscarlet@yahoo.com	(691) 330 221/330 3061 (phone) (691) 330 2320 (fax)
Pohnpei State Hospital Laboratory Pohnpei State Dept. of Health Services, Nett, Pohnpei, FSM 96941	Ms Adesina Maruame	Mr Paulino Rosario Laboratory Supervisor prek19472002@yahoo.com	(691) 320 3805/4156 (phone) (691) 320 5394 (fax)
Kosrae, Hospital Laboratory Kosrae State Hospital P.O.Box 127, Kosrae FSM 96944	Mr William Nena wjnena@gmail.com	Mr Kesler Lakutak Laboratory Supervisor ksahlab@yahoo.com	(691) 370 3199/3200 or 370 5101 (phone) (691) 370 3073 (fax)
Leroj Kitlang Memorial Health Center, Medical Laboratory P.O.Box 5133, Ebeye RMI, MH 96970	Mr Foliaki Paolo	Mr Foliaki Paolo Laboratory Supervisor foli_paolo@yahoo.co.uk	(692) 329 8030/235 5808 (phone) (692) 329 3385 (fax)
Majuro Hospital Laboratory Majuro Hospital P.O.Box 16, Majuro RMI 96960	Ms Salanieta Elbourne salsduit@yahoo.com.au	Mr Paul Lalita Laboratory Supervisor paul2rl@yahoo.com	(692) 625 3355 (phone) (692) 625 3234 (fax)
Belau National Hospital Laboratory Palau Ministry of Health P.O.Box 6027, Koror Republic of Palau 96940	Catherine Betty Ksano c_ksano@palau-health.net	Francis Termeteet Laboratory Supervisor f_termeteet@palau-health.net	(680) 488 2552 ext 197 or 488 4508 (phone) (680) 488 4503 (fax)

7.0 Other Attachments

1. Copy of DLS Laboratory Requisition Form
2. Directory of TB Laboratory Contacts for USAPI Programs
3. Continental Micronesia Shipper's Declaration Form (Sample)
4. DLS Import Permit