

UPMC Genome Center Collection and Delivery Guidelines for COVID-19 Samples

The UPMC Genome Center (UGC) is following The Center for Disease Control and Prevention (CDC) guidelines for handling and processing specimens associated with Coronavirus Disease 2019 (COVID-19). UGC has defined the following directives that are in line or in addition to the guidelines set forth by the CDC. The safety of all associates is of the utmost priority during this time.

1. Specimen collection and delivery

- a. Place a phone call to one of the UGC staff listed below AND email genome_center@upmc.edu to notify them about the incoming specimens.
 - i. Lindsey Kelly (412-623-7175)
 - ii. Yinghong Pan (412-623-7155)
 - iii. Dara Kozak (412-623-7157)
- b. UPMC specimen collection protocols can be found on the Infonet: <https://infonet.upmc.com/BusinessTools/EmergencyPreparedness/Pages/COVID-19-Laboratory-Information.aspx>
- c. Place a label on the collected specimen with all completed information (including at a minimum 2 unique identifiers).
- d. Place the specimen in a biohazard labeled bag.
- e. Wipe the outside of the bag with a disinfectant wipe.
- f. Place the bag inside a second biohazard labeled bag.
- g. Place the bag within a puncture-resistant, leak-proof rigid container. Label the outside of this container with a biohazard sticker.
- h. Please complete the appropriate requisition in a clean area away from the collection site. Place into the outside pocket of the outermost biohazard bag or outside of the disinfected container. The requisitions can be found at <https://upmcgenomecenter.com/submit-samples/>
- i. Either hand deliver to the UGC laboratory (UPMC Genome Center, 5560 Centre Avenue, Pittsburgh, PA 15232) or schedule delivery via MedSpeed (UGC MedSpeed ID 172530). **DO NOT AT ANY TIME USE THE PNEUMATIC TUBE SYSTEM.** UGC's hours to accept samples are from 7:30 am to 3:00 pm.
- j. The UGC team will take all precautions while physically accepting samples, i.e. wearing appropriate PPE, not allowing entry to the building, keeping as much distance as possible. Note when preparing to send, please try to ensure all specimens are completed for the day to alleviate multiple shipments to the UGC.

PLEASE NOTE: The UGC reserves the right decline specimens that do not follow our packaging guidelines.