

NCHP CONTINUITY OF OPERATIONS PLAN (PHASE 1)

One of the first steps in the COOP is to recommend that sites discontinue drawing blood Specimens for HIV testing if possible to avoid necessitating sample pour off and freezing of specimens that will not be tested in a timely manner. Sample pour off is associated with increased errors due to cross contamination and mislabeling.

In the first 12 hours after the COOP is initiated NCHP accesses the extent of the disruption in operations and then notifies the sites. NCHP will advise the site....

1. The problem will be resolved within the next 24 hours and sample collection can be continued or resumed.

OR

2. The problem cannot be corrected within the next 24 hours. In this case, all pending specimens will require serum separation and freezing.

- a. Samples in route to the testing contractor prior to our notification will be frozen at the contractor site.
- b. Military sites must begin pouring off the samples already collected and freezing them until notified by NCHP to ship to the testing contractor.
- c. Routine force testing sample collection should not be conducted until situation is resolved.
- d. Predeployment testing that can not be easily postponed will require spinning and freezing of all samples with careful attention to accurate specimen labeling.
- e. Testing required for emergency or clinical reasons can be arranged in consultation with NCHP staff. Please note; to every extent possible NCHP will ALLOW sites to draw and freeze, but if it is not too disruptive (ex. Recruit Training Commands) we will recommend delaying or changing the draw date.

NCHP apologizes for any problems this disruption caused. Our goal is to ensure sample integrity and quality of the testing results. Please contact us for any concerns, suggestions or questions, or review our guidelines at http://www.bethesda.med.navy.mil/patient/health_care/clinical_support/hiv/index.aspx