

# Navy Bloodborne Infection Management Center

## Sample Submission for Testing

### Continuity of Operations Plan (COOP)

In the event of any Information Technology system breakdowns related to orders, results processing, and testing, Navy Bloodborne Infection Management Center (NBIMC) will assist and direct each site with COOP listed below.

**\*\*\*IMPORTANT\*\*\***

**Recommendation: Temporarily hold on blood drawing for HIV and Hepatitis testing.**

A temporary drawing hold will help eliminate errors of cross contamination or mislabeling caused by pour off.

Within the first 12 hours of COOP implementation, NBIMC will inform and advise sites to review and follow the instructions below.

Site actions are dependent on the duration of COOP implementation:

1. **Conflict(s) resolved within the next 24 hours** = Sites should resume sample collection upon receiving confirmation

2. **Conflict(s) unresolved after 24 hours** = Actions vary by site/command type and shipping status. Reference all situational-based site actions below:

a. For Recruit Training Commands:

**ACTION:** Re-route samples to alternate site listed below. Orders must be sent via CHCS or MHS Genesis to Epi Lab. Use test order name: COOP Recruit Panel.

USAFSAM  
Epidemiology Laboratory  
Wright-Patterson AFB, OH 45433

**\*\*\*NBIMC will provide current Point of Contact (POC) for the lab.**

b. For MHS Genesis/CHCS sites:

**ACTION:** Pour off, freeze and store collected specimens for routine Force Testing by day 5.

Sample pour off must be carefully performed by experienced staff to avoid any errors. Re-accession specimens and enter new orders using the HIV-Epi Lab order in MHS Genesis. Re-route samples to alternate site listed below.

USAFSAM  
Epidemiology Laboratory  
Wright-Patterson AFB, OH 45433

**\*\*\*NBIMC will provide current Point of Contact (POC) for the lab**

c. For Samples shipped to CDD:

**ACTION:** All samples already shipped to CDD prior to COOP notifications will be poured off and be frozen at CDD.

3. **Conflict(s) unresolved after 48 hours** = Resolutions below:

- a. CDD will create orders and send all specimens including specimens from Recruit Commands to USAFSAM, Epidemiology Laboratory, Wright-Patterson AFB, OH 45433.
- b. CDD will provide NBIMC a list of barcodes ordered and shipped.
- c. NBIMC will ensure all sites receive test results electronically or via encrypted email.

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