



The Review

NBIMC News, Updates, & Announcements

October 2023

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NBIMC is located on the NSA Bethesda campus in Bldg. 17B.

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Left to Right: **Joe Lyons** (CDD Laboratory Manager), **CDR Jenifer Scancellia** (Laboratory Director, NCMFHP), **CAPT Nimfa Teneza-Mora** (NBIMC OIC), **Laura Broadbent** (CDD Contract Manager), **Vanessa Santiago-Miranda** (NBIMC Lead Health Scientist), **Donald Miller** (NBIMC Program Analyst)

Testing Lab Quarterly Visit

Written by: LaKeisha Jones, MSHS, MLS(AMT)

On September 14th, 2023, members of the NBIMC team traveled to the Center for Disease Detection (CDD) laboratory in San Antonio, Texas to conduct a quarterly visit. During the visit, the NBIMC team toured the lab with CDD management and key staff reviewing the processes for laboratory testing, specimen shipments/receiving, specimen initial processing, results transmissions, and turnaround times in accordance with contracted performance of work statement. Additionally, the team reviewed staff training and competency documentation, standard operating procedure updates, accrediting agency proficiency scorecard, and held discussions on continuing operations during planned/unplanned downtimes, quality improvement monitors, and updates to interfacing of lab orders.



Recent Updates

Frequently Asked Questions

What does “*Not spun correctly*” mean and what is showing the lab it is not spun?

The remark “*not spun correctly*” means the serum is not completely separated from the red cells. This is usually indicated by a slant in the serum separator gel or when the specimen is inverted red cells cross the serum separator gel barrier. Often this is caused by incorrect centrifuge RPM or incorrect time specimens spun in the centrifuge. Additionally, specimens should sit for a minimum of 30 minutes prior to spinning in the centrifuge. Testing must be done on completely separated serum.

Have questions regarding the NBIMC program?

[Service Offerings](#)

[Key Resources](#)

[Contact Us](#)

Upcoming Holiday – November 10/11th

The next observed federal holiday is Friday, November 10th. CDD will be **OPEN** and operating business as usual.

If you have any questions, please contact CDD at: 877.233.1337 or email: Military@cddmedical.com

DEFICIENCY AWARENESS

DISCARDS

“Specimens About to be Discarded.”

DEFINITION:

For the affected sites on this list, this is their “*24-hour notice*” that unless corrective action is taken within the next 24 hours, their specimen(s) listed on the attachment sent to NBIMC from the testing lab will be discarded.

ACTION:

The collection sites impacted will receive an email from NBIMC with subject line “*Specimens About to be Discarded*”. Sites must send the orders for the specimens received and held at the testing lab. If no orders are sent to the testing lab, the specimens are discarded the next day.

Contact CDD at: 877.233.1337 or email:

Military@cddmedical.com

For more questions, Please visit the NBIMC website **here**

PURPOSE

The purpose of this procedure is to provide instructions and guidelines for the collection, preparation and shipping of HIV Specimens from U.S. Navy Submitting Activities to Center for Disease Detection Laboratory.

SCOPE

This procedure applies to all technical personnel responsible for collecting, processing and shipping HIV specimens under the Navy Contract.

SUPPLIED ITEMS

Blood Collection

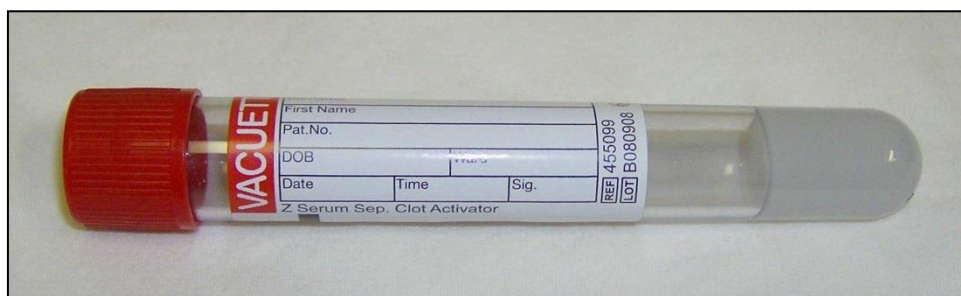


Figure 1 (16 x 100 Plastic Serum Separator Tube)



Figure 2 (5 mL Screw cap Serum Transfer Tube)



Figure 3 (Pre-printed Barcode Labels)

Shipping Supplies

Specimen Shipment Boxes

Medium Box – Air 40 (holds 40 tubes)

Includes:

- Foam Insert
- Absorbent Pad
- Rubber Band

Air 40 Box



CONUS Box – Large Box (holds up to 5 Air 40's)



OCONUS Box – Large Box (holds up to 4 inserts)

Includes:

- Outer Box
- Foam Inserts (6)
- Refrigerant Packs

Ice Packs



Other Shipping Supplies

Clear plastic Ziploc bags
Tamper-Proof Seals

Zip-Lock
Bag

Tamper-Proof
Seal



Lab Pak shipping pouch
Clear Plastic Sleeves for air bill



Packing Tape

Packing Tape



Computer-generated air bills

DD Form 250 – (OCONUS Only)

A printable DD Form 250 in .pdf format is available at: <http://www.cddmedical.com/images/DD250%20international%20-%20Navy.pdf>

CDC Shipping Permit (OCONUS Only)

ITEMS REQUIRED BUT NOT SUPPLIED

Blood Collection

- Needles for use with vacuum collection tubes
- Needle Holder (Hub)
- Tourniquet
- Alcohol Swabs
- Adhesive Bandages and/or gauze

PROCEDURES

Sample Collection

- Follow local SOP for routine venous blood collection.
- Collect blood samples using only the plastic 7mL barrier-gel collection tubes supplied.
- Be sure to completely fill the blood collection tube.
- If sample shipment will be delayed or you must collect using a different tube than the ones supplied, centrifuge samples and transfer the serum to the screw cap vials (supplied).
- Refer to Figure 4 (Volume of Specimen Required for Testing – SST / Pour Off Tube)
- Avoid hemolysis. Grossly hemolyzed specimens will be rejected for testing.
- Refer to Figure 5 (Hemolysis).

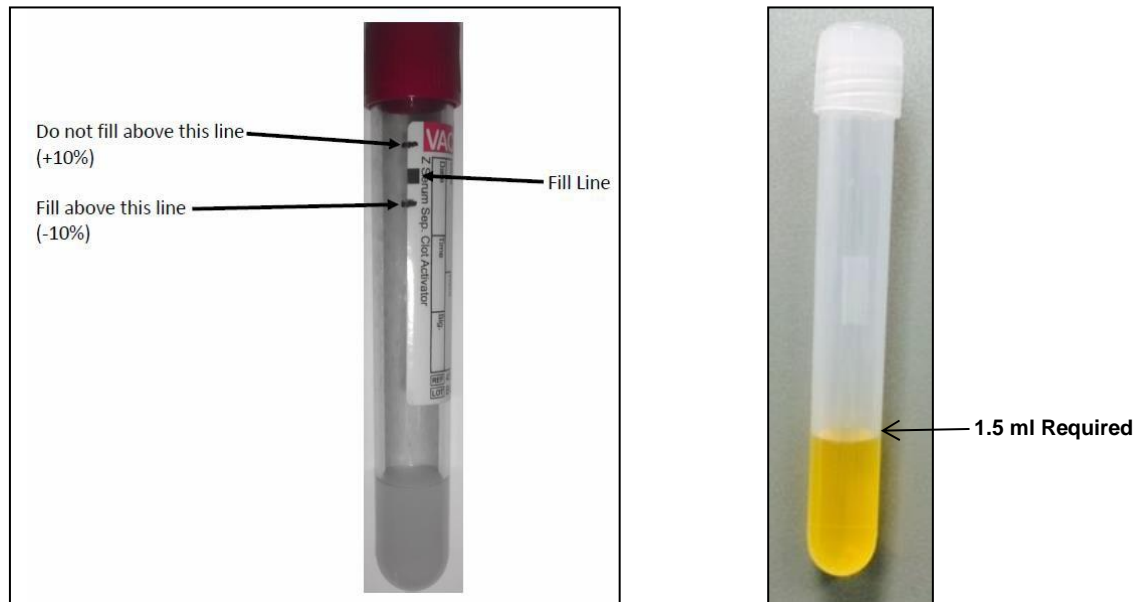


Figure 4 (Volume of Specimen Required for Testing – SST / Pour Off Tube)

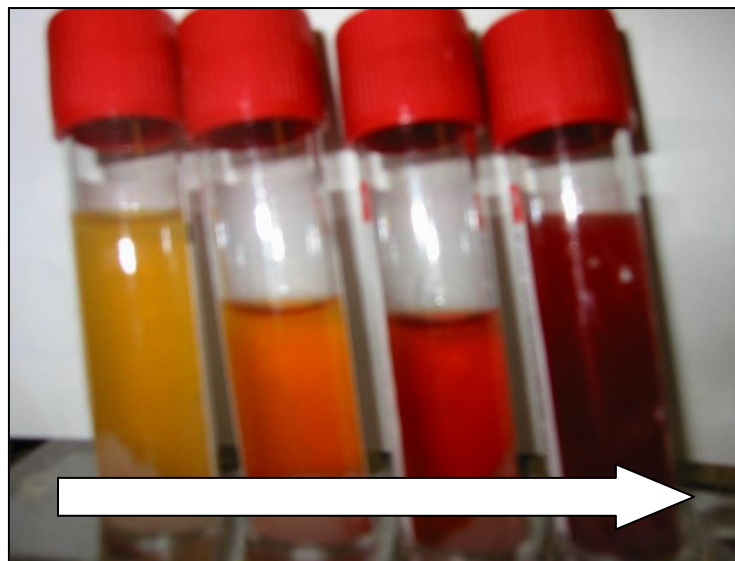


Figure 5 (Hemolysis)

Sample Handling

- Gently invert sample tubes 4 or 5 times immediately after collection.
- Allow samples to fully clot prior to centrifugation.
- Centrifuge samples between 30 minutes and 2 hours after collection to minimize fibrin clotting.
- Do not refrigerate specimens before centrifugation.
- Centrifuge samples @ 1800g for 10 minutes.

- After centrifugation, allow samples to sit upright at room temperature for 1 hour prior to shipping.
- Specimens may be stored refrigerated (2-8 °C) for up to 7 days.
- Specimens that cannot be delivered to CDD Laboratory within 7 days of collection must be transferred to the 5.0 mL screw-cap collection tubes and frozen (-20°C).
- Do not submit specimens in any other tube than those provided by CDD Laboratory.
- Specimens collected in other than the evacuated blood collection tube provided by CDD Laboratory must be transferred to the provided 5.0 mL screw-cap vial before shipment.
- Specimens received by CDD in any other tube other than those provided will be rejected.

Sample Tube Labeling

- Apply the barcode labels at the top of the sample tube (the end closest to the cap).
- Place the barcode so the lettering is in a vertical position (along the length of the tube).
- Refer to *Figure 6 (Proper Label Placement)* for an example.

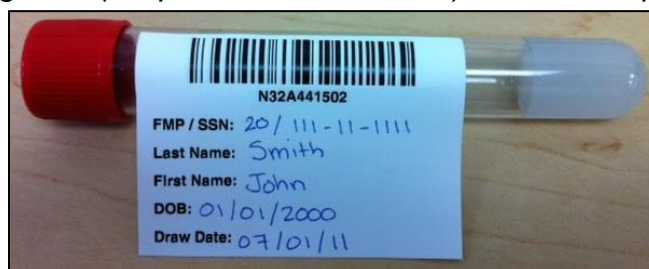


Figure 6 (Proper Label Placement)

- Place the barcode label over the top of the tube manufacturers label to allow enough space for lab personnel to see the sample level and color.
- Place the barcode label on the tube so that there are no wrinkles, folds or tears on the barcode itself. Samples received with damaged barcodes will be rejected.
- Include at least two unique identifiers (e.g. SSN, Name, DOB, etc.) on specimen tubes to positively identify the samples. Samples received without sufficient labeling will be rejected.
- Barcode labels must be completely legible. Barcodes with blanks, smudges or unreadable text will be rejected.

Package Samples for Shipment (CONUS)

- Place centrifuged, bar-coded SSTs or 5ml screw cap serum transport tubes upright in the foam tube holder.
- Ensure the absorbent pad is in the bottom of the primary shipping box.
- Place the foam tube holder in the primary shipping box.
- Close the primary shipping box and secure the lid with a rubber band (provided).
- Place the primary shipping box into the clear Ziploc bag.
- Fold the top of the bag until it is flush with the primary shipping box.
- Place a strip of the tamper evident security tape over the bag opening ensuring that the entire end is covered.



- Place the sealed specimen box into the FedEx Lab Pack. (One Air 40 per lab pack).
- Place an itemized list of contents (CHCS or MRRS roster / shipping list or DD250) inside of the FedEx Lab Pack.
NOTE: Place the DD Form 2923 (Privacy Act Data Cover Sheet) on top of the paperwork to ensure that all PII is covered. Refer to Figure 8.
- Seal the lab pack by removing the plastic adhesive strip and pressing the edges of the lab pack together.
- For sites using the CONUS box to submit specimens to CDD, place the sealed primary shipping boxes in the large outer shipping container (CONUS box) Each CONUS box holds up to 5 Air 40's.
- Use newspaper and/or packing peanuts to cushion the contents and prevent shifting during transit.
- Seal the CONUS box using the packaging tape provided. Be sure to seal the top and bottom of the box along with all 3 seams.

Printing the Shipment Air Bill

- Log on to the CDD Website to print the air bill.
- Click on the link below or type the address into your web browser.
<https://dodweb.cddmedical.com/mil-label/request?command=signon.create>
- At the login prompt, enter in your site ID, login, and password that were provided by CDD then click submit.
- Verify that the correct site is listed in the 'Name' field.
- Use the dropdown arrow next to "Shipping Labels" to select the number of labels to create for the shipment. Create one label for each Lab Pak or CONUS box to be shipped.
- Click 'Retrieve Labels'. After a few moments the labels will generate and a screen showing printer settings will appear.
- Click the "Download" link to retrieve the air bill for printing.
- Select "Open" when prompted to Open or Save the air bill. The image will appear.
- Click Print.
- Once air bill is printed fold the page in half.
- Place folded air bill in the plastic FedEx sleeve provided by CDD.
- Peel wax paper from back of plastic sleeve and affix the plastic sleeve containing the air bill on the exterior of the lab pack or the CONUS box.
- Each package submitted must have its own air bill. **DO NOT DUPLICATE AIR BILLS!**

NOTE: The air bill program is designed to generate "Saturday Shipping Labels" when used on Friday. Be sure to generate air bills for Friday shipments on Friday. If a package shipped on Friday is not labeled for Saturday delivery, the specimens will not be delivered to CDD until the following Monday.

Package Samples for Shipment (OCONUS)

- Place centrifuged, bar-coded SSTs or 5ml screw cap serum transport tubes upright in the foam tube holder.
- Place the foam insert into the clear Ziploc bag.
- Fold the top of the bag until it is flush with the foam insert.
- Place a strip of the tamper evident security tape over the bag opening ensuring that the entire end is covered.
- OCONUS boxes require assembly. Six pieces of foam are required for each box.
- Assemble OCONUS box. Tape the bottom of the box using the CDD supplied packaging tape on all three seams.
- Place the sealed foam insert into the insulated shipping container (OCONUS). The OCONUS box holds up to 4 foam inserts and 3 refrigerant packs. Use newspaper and/or packing peanuts to cushion contents and prevent shifting during transit.
- OCONUS specimens must be shipped with refrigerant ice packs. Place all 3 CDD-provided refrigerant ice packs between the primary shipping boxes.
- Seal box using the packaging tape CDD provided. Place packaging tape on all 3 seams.
- Fill out the required data on the International Air Waybill. Please refer to Figure 7 (Example International Waybill) for help.
 - Section 1: Date Shipped
 - Section 3: Total Packages – Always indicate just one package.
 - Section 3: Total Weight – Always indicate 5 lb (pounds).
 - Section 3: Commodity Description
 - Section 9: Sender's Signature
- Fill out the required data on the DD 250
 - Section 3: Date Shipped
 - Section 11: Your site address
 - Section 17: # of specimens sent
 - Section 21 a: Date and Sign
- Place the completed International Air Waybill and 3 copies of the DD250 (PR0009.04.A DD250 for International Shipping) in the clear plastic waybill sleeve.
- Place the copies of the DD250 **behind** the International Air Waybill.



- Peel the wax paper from back of plastic sleeve.
- Affix the plastic sleeve containing International Air Waybill and DD250 copies to the exterior of the OCONUS box.
- Each OCONUS package submitted must have its own International Air Waybill. DO NOT DUPLICATE WAYBILLS!
- Affix the CDD provided CDC permit to the exterior of the box next to International Air Waybill.

REFERENCES

IATA Dangerous Goods Regulations
49 Code of Federal Regulations

DEFINITIONS

CDC	Centers for Disease Control and Prevention
CDD	Center for Disease Detection
CONUS	Continental United States
OCONUS	Outside Continental United States
SST	Serum Separator Tube
UIC	Unit Identification Code
RCF	Relative Centrifugal Force

RECORDS

None

ATTACHMENTS

PR0009.04.A DD Form 250 for International Shipping

IMAGES

International Waybill

FedEx Express International Air Waybill /0233/0500/0042309376/2

Sender's Copy

1 From Please print and press hard.

Date 01/01/11 Sender's FedEx Account Number

Sender's Name HIV POC Phone 282 102-1570

Company BHC Souda Bay

Address US NAVAL FACILITIES BHC-BLD 17

Address MOUZOURAS VILLAGE-AKROITIRI

City CHANIA CRETE State/Province

Country GR ZIP Postal Code

2 To

Recipient's Name HIV LAB Phone 8772331337

Company CENTER FOR DISEASE DETECTION

Address 11603 CROSSWINDS WAY Dept./Floor

Address SUITE 100

City SAN ANTONIO State/Province TX

Country US ZIP Postal Code 78200

Recipient's Tax ID Number for Customs Purposes
e.g. GSTREGISTRATION, or as locally required.

3 Shipment Information ☐ Per B2B only. Tick here if goods are not in free circulation and provide C.I.

Total Packages 1 Total Weight 5 ☒ kg ☐ DIM ☐ cm

Commodity Description <small>DETAIL REQUIRED</small>	Harmonized Code	Country of Manufacture	Value for Customs <small>REQUIRED</small>
<u>Diagnostic Specimens</u> <small>COMPLETE IN ENGLISH</small>			<u>\$1.00</u>
Total Declared Value Net Carriage			<u>\$1.00</u>

Has EEX/SED been filed in AES? ☐ No EEX/SED required, value \$2,500 or less per Sch. B Number, no license required (NLR), not subject to TARI. ☐ Yes - Enter AES proof of filing citation.

4 Express Package Service

☒ FedEx Int. Priority ☐ FedEx Int. First Available to select locations. Higher rates apply.

☐ Other ☐ FedEx Int. Economy FedEx Envelope and FedEx Pak rate not available.

5 Packaging

☐ FedEx Envelope ☐ FedEx Pak ☐ FedEx Box ☐ FedEx Tube

☒ Other ☐ FedEx 10kg Box* ☐ FedEx 25kg Box*

6 Special Handling

☐ HOLD at FedEx Location ☐ SATURDAY Delivery Available to select locations for FedEx Int. Priority only.

7a Payment Bill transportation charges to: Enter FedEx Acct. No. or Credit Card No. below.

☐ Sender Acct. No. in Section 1 will be billed ☐ Recipient ☒ Third Party ☐ Credit Card ☐ Cash/Check/Cheque FedEx Use Only

FedEx Acct. No. 33372675 Credit Card No. 33372675

7b Payment Bill duties and taxes to: ALL shipments may be subject to Customs charges, which FedEx does not estimate prior to clearance.

☐ Sender Acct. No. in Section 1 will be billed ☐ Recipient ☒ Third Party

FedEx Acct. No. 33372675

8 Your Internal Billing Reference First 24 characters will appear on invoice.

33374 OPTIONAL

9 Required Signature

Use of this Air Waybill constitutes your agreement to the Conditions of Contract on the back of this Air Waybill, and you represent that this shipment does not require a U.S. State Department License or contain dangerous goods. Certain international treaties, including the Warsaw Convention, may apply to this shipment and limit our liability for damage, loss, or delay, as described in the Conditions of Contract. **Waivers:** These commodities, technology, and exchange were shipped from the United States in accordance with Export Administration Regulations. Shipment control of U.S. law prohibited.

Sender's Signature: [Signature]

This is not authorization to deliver this shipment without a recipient signature.

For Completion Instructions, see back of fifth page.

FedEx Tracking Number **8730 4651 1581** Form ID No. **0402**

Ship and track packages at fedex.com


The terms and conditions of service may vary from country to country. Consult our local office for specific information. Non-Negotiable International Air Waybill - ©1998-2008 FedEx

Questions? Go to our Web site at **fedex.com**.
Or in the U.S., call 1.800.247.4747. Outside the U.S., call your local FedEx office.

REMAIN THIS COPY FOR YOUR RECORDS.

873046511581
873046511581
873046511581
873046511581

Figure 7 (Example International Waybill)



Privacy Act Data Cover Sheet

To be used on
all documents
containing personal
information

**DOCUMENTS ENCLOSED ARE SUBJECT
TO THE PRIVACY ACT OF 1974**

Contents shall not be disclosed, discussed, or shared with individuals unless they have a direct need-to-know in the performance of their official duties. Deliver this/these document(s) directly to the intended recipient. **DO NOT** drop off with a third-party.

The enclosed document(s) may contain personal or privileged information and should be treated as "For Official Use Only." Unauthorized disclosure of this information may result in **CIVIL** and **CRIMINAL** penalties. If you are not the intended recipient or believe that you have received this document(s) in error, do not copy, disseminate or otherwise use the information and contact the owner/creator or your Privacy Act officer regarding the document(s).

Privacy Act Data Cover Sheet

DD FORM 2923, SEP 2010

Figure 8 (DD Form 2923 - Privacy Act Data Cover Sheet)