

NBIMC Sample Submission for Testing Continuity of Operations Plan (COOP)

One of the first steps in the COOP is to recommend our specimen submitting sites temporarily discontinue drawing blood specimens for HIV and hepatitis testing, if possible. A temporary hold on drawing helps to avoid pour off and freezing of specimens that cannot 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 implemented, NBIMC assesses the extent of the disruption in operations then notifies the sites. NBIMC will advise the sites...

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

2. The problem **CANNOT be resolved within the next 24 hours. Actions include:**

a. Recruit Training Commands:

- Re-route samples to alternate site designated by NBIMC. Send orders using CHCS to Epi Lab. Test order name to use: COOP Recruit Panel. Results will be send back through CHCS.
 - Current designated site: **USAFSAM**

**Epidemiology Laboratory
Wright-Patterson AFB, OH 45433**

(POC information will be provided prior to implementation)

b. All Other Submitting Sites:

Non-emergent Routine Military Force Testing –

- Discontinue routine force testing sample collection until situation resolved.
- Pour off, freeze and store routine force testing samples already collected. Sample pour off must be performed carefully by experienced staff to avoid errors.

Urgent Testing –

- Perform local **Rapid HIV assay** if available. Freeze residual sample to perform confirmatory testing once available.
- Re-route only urgent pre-deployment samples to alternate site designated by NBIMC. Include paper roster in shipping container and email encrypted copy to NBIMC.
 - Current designated site: **Walter Reed Army Institute of Research**

**HIV Diagnostic and Reference Laboratory (HDRL)
9100 Brookville Rd, Bldg 508
Silver Spring, MD 20910**

(POC information will be provided prior to implementation)

c. Sample in-route/at Contractor site:

- All samples in route to the testing contractor prior to our notification and are in pour off tubes will be frozen at the contractor site.
- All samples arriving in serum separator tubes will be poured off and frozen by the contractor.

3. The problem **CANNOT be corrected in 48 hours:**

- Frozen samples at the contractor laboratory will be distributed as follows:
 - The Contractor will be instructed to ship all specimen identified from Recruiting commands (deemed critical) to the USAFSAM at Wright Patterson-AFB in Dayton, OH.
 - All other urgent samples will be redirected to HDRL.
 - The Contractor will identify the samples to be shipped and will forward Submitting Site and NBIMC the sample barcode.
 - The Submitting Site will forward a copy (or reprint) of the shipping document to the testing laboratories and NBIMC. Highlighting the sample identified for testing.
- Reporting Final Results:
- NBIMC will attempt alternate methods to transfer test order data electronically to the testing laboratory.
- If unable to transfer test orders electronically, NBIMC will request the testing laboratory to test off line and email final results encrypted to NBIMC.
- NBIMC will ensure sites receive results.

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