**HAPPY NEW YEAR!!**

Wishing all the best of health in 2019!

**NEW O-RING CAPS**

**Do NOT parafilm tubes**. The new O-RING caps on the pour off tubes should alleviate the leakage issues. Please note attached a picture of the old cap and the new O-RING cap. Please discard all old pour off caps and contact CDD to have them replaced with the new O-RING caps. See attached;



**D4 ERROR-“NOT SPUN DOWN” SPECIMEN REJECTIONS**

The D4 rejection error encompasses a “catch all” category of rejection reasons. Those reasons for a D4 rejection could be one of the following: barcode label unreadable, barcode too short or too long, barcode label wrinkled, specimens too old to test, specimen tube overfilled, expired tube used, wrong test tube used, barcode label placed incorrectly on test tube, specimen not spun down or specimen not spun down correctly. NBIMC’s users span the Navy, Marines and the US Coast Guard and across the board the largest D4 error is “specimens not spun down” and “specimens not spun down correctly”. See attached;



**DATA MISMATCH REJECTIONS**

CDD reports that there have been a higher number of specimens received lately with missing PII on the tubes. D-5 rejection code is when the specimen is rejected due to a “data mismatch error”. Each HIV specimen shipped to CDD must have a minimum of 2 identifiers of PII (Personal Identifiable Information) on the tube. PII can be first name, last name, complete SSN#, date of birth etc. More than 2 identifiers can be used, but ALL identifying PII information on the label must be correct or it will be rejected as a “data mismatch”. Please make sure to double check the PII on the tube against what is being entered in the computer system electronically to make sure they match to eliminate receiving a D5 rejection error. Please print any PII legibly on the labels so that the specimen isn’t rejected for “UNREADABLE PII”. Do not use gel pens to write the PII as gel pens smear and the PII becomes unreadable. See attached;



\*Please refer to CDD’s website for the SOP’s for the recommended centrifuge settings to prevent rejections.

**SUPPLIES SUBMISSION REMINDER**:

When calling for supplies, be sure to make inventory of ALL supplies needed before calling CDD with your supply requests. This way, CDD can take care of your supply needs in one shipment.

**SATURDAY DELIVERIES TO CDD**

If your site wants to ship to CDD for a SATURDAY delivery, you MUST print the Saturday delivery label on Friday. The Saturday delivery address is different from the week day delivery address.

**POINT OF CONTACT (POC) REMINDER**

As members transfer from one location to another, please remember to send an email notification to NBIMC’s group email address as shown above in the header.

**CDD CERTIFICATES**

CDD’s Certificates can be obtained through website;

https://www.cddmedical.com/AboutUs/Accreditations

**NEXT MONTH HOLIDAYS**

February Holidays

**President’s Day** -18 February 2019- NBIMC will be closed.

**SATURDAY DELIVERY ADDRESS TO CDD** is:

Center for Disease Detection

1102 Brussels Drive

San Antonio, TX 78200