

Hepatitis C Virus Nucleic Acid Testing Reference Center

APHL FedEx Account Shipping Instructions

Enrolled state and local public health laboratories will submit specimens that are reactive by an HCV Ab (anti-HCV) assay for HCV RNA testing by the Reference Center. Submitting laboratories will provide all necessary data for ordering using the provided test request form or through the MI Electronic Test Order and Result (ETOR) system. The Reference Center will receive specimens and examine them for quality. The Reference Center will perform the Roche COBAS® 5800 HCV test for specimens that meet the requirements and report quantitative results to the submitting laboratories with patient identifiers.

Your public health laboratory will be submitting specimens requiring HCV NAT to:

Michigan Department of Health and Human Services-Bureau of Laboratories

Attn: Katie Margulieux

MDHHS – Virology

3350 N MLK Jr. Blvd.

Lansing, MI 48906

517-335-8098

margulieuxk@Michigan.gov

PACKAGING SPECIMENS

- Preferred: Specimens should be frozen and shipped overnight on dry ice and packaged according the relevant packaging requirements.
- Alternative: If you plan on sending specimens on cold packs, freeze the specimen (serum or plasma) first, then transfer to cold packs at the time of shipping. Regardless of the method, specimens must still meet the minimum storage requirements listed above.
- The specimen should be clearly labeled with the unique patient identifier(s) and the laboratory name.
- The completed test requisition forms should be included in the shipment.

SHIPPING SPECIMENS

Prior to shipment the submitting laboratory should notify the point of contact at the testing laboratory that they will be submitting a specimen. Specimens should be sent overnight and include a copy of the test requisition form. Please email both Nicole Braun and Katie Margulieux with the tracking number of each shipment.

Points of contact:

Nicole Braun

Email: BraunN2@michigan.gov

Phone: 517-335-8220

and

Katie Margulieux

Email : margulieuxk@michigan.gov

Phone : 517-335-8098

The submitting site is to ensure that all Federal regulations for shipping infectious substances under Division 6.2 are met.

Shipments from FedEx and UPS are accepted at the MDDHS-BOL Monday through Saturday.

Specimen shipments are to be scheduled and made through the FedEx Account using your provided username and password.

1. Go to <http://www.fedex.com/us/> and log into your APHL FedEx account.
2. Once logged in, select the “**Shipping**” tab and a drop down menu will appear. Then click on “**Create a Shipment**”. This will bring to **FedEx Ship Manager**.
3. Once in the FedEx Ship Manager, ensure you are in the **Create Shipment** screen. You will now be on a screen that allows you to enter ship from and deliver to information, package details, service details, Pickup/drop-off and billing information. If you are not on the **Create Shipment** screen, use the tabs on the left-hand side of screen and select **Create Shipment**. Please follow all of the instructions below.

- a. In Section **Ship from**: Enter your laboratories shipment information or verify default address is accurate. Your laboratory address should default as the ship from address:

Ship from

SEARCH IN ADDRESS BOOK 🔍

Contact	Address
CONTACT NAME *	COUNTRY/TERRITORY * United States ▼
Contact name is required.	ADDRESS LINE 1 * ?
COMPANY	Address line 1 is required.
TAX ID/EORI NO.	ADDRESS LINE 2
PHONE NUMBER * ?	ADDRESS LINE 3
Phone number is required.	ZIP CODE *
PHONE EXTENSION	ZIP code is required.
EMAIL	STATE OR PROVINCE * Maryland ▼
	CITY * ▼
	City is required.
	<input type="checkbox"/> This is a residential address

Save as default sender details

Save as new sender in personal address book ▼

- b. In Section **Deliver to**: Enter the HCV Reference Center laboratory (MDHHS) shipping address. You may save the address for future shipments by checking the “Save as a new recipient in personal address book” at the bottom of this section.

Deliver to ^

SEARCH IN ADDRESS BOOK Q 👤

Contact details	Address
CONTACT NAME * Attn Katie Margulieux	COUNTRY/TERRITORY * United States ∨ ?
COMPANY MDHHS-BOL - Virology	ADDRESS LINE 1 * 3350 N MLK Jr. Blvd. ?
STATE TAX ID/I.E.	ADDRESS LINE 2
PHONE NUMBER * 517-335-8099 ?	ADDRESS LINE 3
PHONE EXTENSION	ZIP CODE * 48906
EMAIL	STATE OR PROVINCE * Michigan ∨
	CITY * LANSING ∨

This is a residential address

[PERFORM ADDRESS CHECK](#) ?

Save as new recipient in address book

CONTACT ID *
MDHHS-BOL-Virology ?

Attn Katie Margulieux
MDHHS-BOL – Virology
3350 N MLK Jr. Blvd.
Lansing, MI 48906
517-335-8099

- c. In Section **Package Details**: In the Packaging box select the type of packaging you are using. Please complete the remainder of the section including the number of packages, weight, dimensions, and ship date.

- d. In Section **Service Details**: SHIP DATE will default to the current date. Update the ship date only if scheduling a future shipment. In the SERVICE box select “Standard Overnight.” Under Additional options the PROGRAM must be indicated. Use the saved references (clickable on right side of program box) to indicate the program (HCV). APHL uses this information to help keep track of shipments.

NOTE: It is very important that you choose Standard Overnight as the service type. Choosing any other option results in a significantly more expensive shipment and is NOT necessary.

- e. In Section **Pickup/drop-off**: Select the appropriate option. **Billing Details**: In the BILL TRANSPORTATION COST TO box, “My Account” should be selected. This is not your laboratories account. The account you are logged into is managed by APHL and shipping under this login will be billed to APHL.

The screenshot shows a web form with two main sections. The first section, titled 'Pickup/drop-off' with a red circle icon, contains a dropdown menu labeled 'PICKUP/DROP-OFF*' and a red error message: 'X Pickup/drop-off is required.' The second section, titled 'Billing details' with a green checkmark icon, contains a dropdown menu labeled 'BILL TRANSPORTATION COST TO*' with 'My account' selected. Below this is a blue information icon and a note: 'You can find the shipment references in the service options section. You can find the tax IDs in the sender and recipient sections.'

- f. Review all information entered to ensure it is correct.
- g. Click “Finalize” only once. You will be redirected to a screen that confirms your shipment and contains tracking information. This is where you download the PDF of the shipping label to print. There is also the option to download a PDF of the Transaction record on this screen.

4. Attach your generated waybill to your package and ship.

If you have any questions or problems with specimen packaging or shipment, please send an email to or call:

Primary Contact: Katie Margulieux, margulieuxk@michigan.gov

Secondary Contact: Kristin Jacob, jacobk1@michigan.gov

Nicole Braun, braunn2@michigan.gov

If the issue is with the APHL FedEx Shipping Account or other issues you may contact Sarah Buss at APHL (Manager HHST): sarah.buss@aphl.org or infectious.diseases@aphl.org