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Poxvirus Molecular Detection Testing Submission Guidelines

To initiate laboratory investigation, the clinician must first complete the following:

- consult with DC Health for approval prior to specimen collection via email at: monkeypox.epi@dc.gov
- If there is a discussion with CDC, please include Dr. Jocelyn Hauser and Dr. David Payne. To ensure that laboratory investigations are handled expeditiously, all communications regarding suspected cases must be submitted to the DC DFS-PHL points of contact for the DC PHL Laboratory: dfs-poxvirus@dc.gov

Communication for Suspected Monkeypox case:

- 1) Use the following template for initial communication:
 - a) Sites swabbed
 - b) Number of specimens being sent
 - c) Name of facility
 - d) Address of facility for pick-up
 - e) Point of contact for coordinating submission (name, phone #, email)
 - f) Point of contact for results (name, title, phone #, email)
 - g) Indicate if the facility needs collection or shipping supplies

Note: shipping and collection supplies should be requested prior to sample collection

- 2) Do **NOT** include patient identifiers in the body of the email.

Specimen Collection and packaging for Suspected Monkeypox case:

- 1) Collect 2 swabs from each lesion site: testing requires a dry lesion swab specimen for preliminary and confirmatory testing as follows:
 - a) Vigorously swab or brush lesion with two separate sterile dry polyester or Dacron swabs;
 - b) Break off end of applicator of each swab into a 1.5-mL or 2-mL screw-capped tube with O-ring. **Do not add or store in viral or universal transport media.**
 - c) Label each individual container with **patient name and DOB** and **collection site**.
 - d) Specimens must be refrigerated or frozen at –20C or lower within 1 hour of collection and submitted in a Styrofoam container with a lid and frozen cold pack.



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Appropriate Documentation

Complete **all** the following paperwork to accompany specimens from each patient. A separate DFS-PHL test requisition and **CDC 50.34** Form must be filled out for each swab site (i.e., abdomen, hands, etc.). See below links to pdf files. Place all paperwork on the **outside** of the box. Ensure that the chain of custody can be seen from the outside, but not the test requisition form and 50.34 forms.

- [DC DFS-PHL Test Requisition Form](#) (Under BT Rule Out Other: Write in **Monkeypox**)
- [External Chain of Custody \(COC\) Form](#)
- [CDC 50.34 Form](#) (this form is typically completed by the ordering provider)

Courier Requests

Once specimens are ready for pick up and the appropriate documentation is completed, please submit a courier request at the following link:

<https://forms.office.com/g/YvxnK7LbkD>

(all fields marked with a * are required)

Please note that DC PHL is not staffed 24 hours a day, for request received after hours of operation a courier will be dispatched the next morning. Be advised that courier request outside of the hours of 8:30am – 6:00pm are subject to availability and request may take longer to complete.

Turn-around time for DC PHL initial report

Anticipated to be 24 hours from receipt at DC PHL

Turn-around time for CDC confirmation

Anticipated to be 24 – 48 hours from receipt at CDC; up to 5 business days



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Additional Points of Contact

Name	Title	Email Address	Work Office	Work Cell
Jocelyn Hauser	PHL Interim Director; Chief Microbiology and Molecular Diagnostics	jocelyn.hauser@dc.gov	202-481-3533	202-450-9255
David Payne	PHL Deputy Director; Chief of Molecular Diagnostics	david.payne@dc.gov	202-481-3544	202-793-1701
Kristine Tran	Laboratory & Epidemiology Coordinator	kristine.tran@dc.gov	202-727-8263	202-236-2161
Tanisha Walker	Accessioning Supervisor	tanisha.walker1@dc.gov	202-481-3414	202-570-3982
PHL After- Hours On-Call	202-868-6561		PHL Secure Fax	202-481-3464