

## CDC's National Tuberculosis Genotyping Service: Shipping Instructions for using APHL as the Third Party Payer

CDC's Division of TB Elimination, in coordination with the Association of Public Health Laboratories (APHL), is providing a FedEx account number to cover the costs associated with shipping *Mycobacterium tuberculosis* isolates for genotyping to the Michigan Department of Health and Human Services (MDHHS) TB Laboratory. This document provides the necessary information regarding specimen requirements and shipping instructions related to this National TB Genotyping Service.

### Specimen Requirements

TB isolates may be submitted for genotyping as subcultures either on solid media or in liquid medium. Refrain from sending excessively old or grossly contaminated cultures. When sending liquid cultures, please use tubes with threads on the outside of the tube and an o-ring on the inside of the cap to prevent leaking. All grossly contaminated or leaking cultures will be discarded. Freshly grown, pure isolates are more likely to produce interpretable and reliable genotyping results.

MDHHS staff will extract DNA from the material you provide and perform 24-locus MIRU-VNTR testing and beginning in spring 2018, whole genome sequencing (WGS). Spoligotyping results will be extracted *in silico* from WGS data. Isolates are sent to CDC for long term storage. GENType, PCRTyping, and cluster assignments are determined after conventional genotyping results are complete and will be available in TB GIMS. Details regarding routine use of WGS data will be made available in the future.

### Pre-shipment Requirements

Prior to shipping isolates, you should enter isolate information into TB GIMS and e-mail a copy of the spreadsheet to both [schooleya@michigan.gov](mailto:schooleya@michigan.gov) and [kramerr1@michigan.gov](mailto:kramerr1@michigan.gov). Print the completed spreadsheet making sure it contains the TB GIMS ID number and send it with the isolate shipment. If you are unable to enter isolate information into TB GIMS when shipping isolates, please prepare an Excel spreadsheet containing the same information and e-mail one copy and enclose the second with your shipment. Specimens will not be tested until isolate information is entered into TB GIMS. To avoid possible HIPAA violations, **patient names should be removed from all submission sheets and tubes before forwarding to MDHHS**. When the isolates are received at MDHHS, an e-mail acknowledging receipt of the isolates will be sent to the individual(s) who sent the notification and submitted the isolates.

### Shipping Instructions

Isolates should be shipped **standard overnight** to:

Michigan Department of Health and Human Services  
TB Laboratory  
Angie Schooley  
927 Terminal Rd.  
Lansing, MI 48906

## Genotyping Service Shipping Instructions: APHL as Third Party Payer-FedEx

The submitting site is to ensure that all Federal regulations for shipping infectious substances under Division 6.2 as specified by the Department of Transportation are met.

Specimen shipments are to be scheduled and made through your FedEx Account

1. Go to <http://www.fedex.com/us/> and log into your FedEx account.
2. Once logged in, select the “Ship” tab and a drop down menu will appear. Then click on “Prepare Online Shipment”.

*NOTE:* If FedEx does not make daily pick-ups at your laboratory, then you will need to click the “Schedule a Pickup” option, pick the “Express Service” option, and be sure to change the pick-up address to **your** laboratory.

3. You will be directed to a screen that allows you to enter recipient information, billing details, package and shipment details, and e-mail notification information. Please follow all of the instructions below.
  - a. In Section 1. **From:** Enter your laboratories shipment information:

### 1. From Help Hide

* Country/Location	United States ▼
Company	Select or enter
* Contact name	Select or enter
* Address 1	
Address 2	
* ZIP	
* City	Select or enter ▼
* State	Select ▼
* Phone no.	<input type="text"/> ext. <input type="text"/>
<input type="checkbox"/> Save as my default address	

- b. In Section **2. To**: Enter the genotyping laboratory shipping address:

## 2. To Help Hide

* Country/Location	United States
Company	Michigan Department of Health and <span>▼</span>
* Contact name	Angie Schooley <span>▼</span>
* Address 1	TB Laboratory
Address 2	927 Terminal Rd
* ZIP	48906
* City	LANSING
* State	Michigan <span>▼</span>
* Phone no.	(517) 335-9637 ext. <input type="text"/>

[+ Perform detailed address check](#)

This is a residential address ?

Save new recipient in address book

Michigan Department of Health and Human Services  
Angie Schooley  
TB Laboratory  
927 Terminal Rd.  
Lansing, MI 48906  
517 335 9637

- c. In Section **3. Package and Shipment Details**): In the Service Type box select “**Standard Overnight.**” In the Package Type 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.

### 3. Package & Shipment Details Help Hide

\* Ship date

\* No. of packages

\* Weight  lbs

Declared Value  U.S. Dollars

\* Service type

\* Package type

Include a return label

**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.**

- d. In Section **4. Billing Details**): In the Bill Transportation to box, select “**Third Party.**” Once “**Third Party**” is selected, in the Account Number box, enter APHL’s account number: **351867990**. For the Your Reference, enter **200-943** which is used as an internal APHL reference to help keep track of shipments.

### 4. Billing Details Help Hide

\* Bill transportation to

\* Account no.

Your reference

[More reference fields](#)

Select  
**Third Party**

Enter Account No:  
**351867990**

Enter Ref No:  
**200-943**

## Genotyping Service Shipping Instructions: APHL as Third Party Payer-FedEx

- e. Review all information entered to ensure it is correct.
  - f. Click “Ship” only once. Make sure all of the information is correct in the pop-up box. If a pop-up box does not appear, please make sure that your pop-up blocker is disabled in your internet browser.
4. Attach your generated waybill to your package and ship to the Genotyping Service.

For any questions regarding submission requirements or pre-submission requirements please contact Angie Schooley, [schooleya@michigan.gov](mailto:schooleya@michigan.gov).

For any questions regarding using APHL as the third-party payer for FedEx shipping, please contact Anne Gaynor, [anne.gaynor@aphl.org](mailto:anne.gaynor@aphl.org).

## Screenshots from FedEx Website for Reference

**1. From** [Help](#) [Hide](#)

\* Country/Location: United States

Company: \_\_\_\_\_

\* Contact name: \_\_\_\_\_

\* Address 1: \_\_\_\_\_

Address 2: \_\_\_\_\_

\* ZIP: \_\_\_\_\_

\* City: \_\_\_\_\_

\* State: Select

\* Phone no.: \_\_\_\_\_ ext. \_\_\_\_\_

Save as my default address

**2. To** [Help](#) [Hide](#)

\* Country/Location: United States

Company: Michigan Department of Health and H

\* Contact name: Angie Schooley

\* Address 1: TB Laboratory

Address 2: 927 Terminal Rd

\* ZIP: 48906

\* City: LANSING

\* State: Michigan

\* Phone no.: (517) 335 9637 ext. \_\_\_\_\_

[Perform detailed address check](#)

This is a residential address

Save new recipient in address book

**3. Package & Shipment Details** [Help](#) [Hide](#)

\* Ship date: 09/30/2016

\* No. of packages: 1

\* Weight: \_\_\_\_\_ lbs

Declared Value: \_\_\_\_\_ U.S. Dollars

\* Service type: Standard Overnight

\* Package type: Select

Include a return label

**4. Billing Details** [Help](#) [Hide](#)

\* Bill transportation to: Third party

\* Account no.: 351867990

Your reference: 200-943

[More reference fields](#)

**Special Services (optional)** [Help](#) [Edit](#)

Select additional services for your shipment

**Pickup/Drop-off (optional)** [Help](#) [Hide](#)

**Alert:**  
FedEx Express®, FedEx Express® Freight and FedEx Ground® pickups must be scheduled separately.

Schedule a pickup

Drop off package at a FedEx location

Use an already scheduled pickup at my location

**Shipment Notifications (optional)** [Help](#) [Edit](#)

Send an email to yourself, the recipient or others indicating the status of your shipment.

**5. Complete your Shipment** [Help](#)

Create a Shipment Profile to store recipient, package and all other details of this shipment for future use.

[Send a Mobile Shipping Label](#)

**Save for later** **Ship**

Select  
Third Party

Enter  
Account No:  
351867990

Enter Ref No:  
200-943

Enter  
Michigan  
Genotyping  
Address

Select  
"Edit"

Select  
Standard  
Overnight