

Instructions for Sending Specimens to the Encephalitis Project

- Each specimen should be labeled with **date of collection**, **specimen type**, and **patient name**.
- Complete **specimen submittal form** for each specimen being sent
- Specimens should be placed on at least a cold pack and swabs should be **in viral transport media**. If CSF is frozen, **please send on dry ice**. (All specimens may be sent on dry ice).
- Send specimens to:
**Specimen Receiving
Encephalitis Project
850 Marina Bay Parkway
Richmond, CA 94804**
- **Please do not send specimens on a Friday**. Freeze specimens over the weekend & send on Monday.
- Specimens should be sent using an **overnight** courier
- Specimen Types & Amounts:

Encephalitis Specimens Required

- ❑ **CSF - ≥ 2cc**
- ❑ **Serum - ≥ 3cc** collected during **acute** period (≤ 7 days after onset)
- ❑ **Respiratory sample, e.g. ET aspirate, NP/throat swab** (*in viral transport media*)
- ❑ **Case history form and specimen submittal form – REQUIRED!**

Recommended

- ❑ **Rectal Swab** (in viral transport media) if patient has had GI symptoms

Required

- ❑ **Serum ≥ 3cc** during **convalescent** period (14-21 days after onset)

If specimens cannot be delivered within 48 hrs to the State Lab, freeze CSF, NP/throat, & rectal swabs & send frozen.

Coroner's cases: send the following tissue samples **fresh-frozen**:
brain (cross-sections of hippocampus, right & left cerebral & cerebellar cortexes, & gray matter of brain stem), liver & lung.

TO SEND SPECIMENS:

- You may use a courier routinely used by your hospital
- If a courier is not available, please call 510-307-8608

**If you have any other questions, please contact the Encephalitis Project:
Phone (510) 307-8608, Pager (510) 641-5286**