



## Test Code 2040 COVID-19 PCR Sampling Protocol

**PLEASE CALL HAWK ENVIRONMENTAL ONCE YOU HAVE COLLECTED THE SAMPLE, WE WILL SEND YOU THE FORM THAT MUST BE INCLUDED IN THE SHIPMENT.**

**The samples enclosed are verified to be from POST CLEANING ENVIRONMENT ONLY.**

Sampled by: \_\_\_\_\_

Signature \_\_\_\_\_ Date: \_\_\_\_\_

**Samples received without this signed form will not be processed and rejected for lab safety reasons.**

1. Use appropriate PPE (personnel protective equipment) before sampling the locations.
2. Sample appropriate surface area using the viral swab provided. (up to 1 square foot)
3. Immediately after sampling, place the swab in the viral transport media provided and break off the swab at the scoring mark. Discard the broken swab handle.
4. **Tightly** close the viral transporter swab tube with swab inside.
5. Wipe the outside of viral transporter system (VTS) with alcohol wipe. Label the tube to match the corresponding sampling location.
6. Place all the VTS in a clean zip lock bag provided and seal tightly.
7. Wipe down the zip lock bag with alcohol wipe.
8. Place the sealed zip lock bag inside of another clean zip lock bag and seal.
9. Wipe down the zip lock bag with alcohol wipe.
10. **Place the biohazard label PROVIDED on the zip lock bag.**
11. Place the sealed zip lock bag with VTS swab and packing material in the orange cooler and close.
12. Place the orange cooler in the box provided.
13. Place the ice packs inside a separate zip lock bag before placing in the orange cooler.
14. Place the ice pack inside the orange cooler. DO NOT place the ice pack outside the orange cooler.
15. Place the chain of custody and **this signed form** inside a separate zip lock bag in the box along with the orange cooler.
16. Tape and seal the box making sure it's sealed properly. Any damaged OR leaking boxes will be rejected and not processed.

**FOR QUESTIONS, ADDITIONAL INFORMATION, AND CHAIN OF CUSTODY FORMS, PLEASE CALL HAWK ENVIRONMENTAL SERVICES – 206-620-0311**