

# Implementation instructions for surface testing for coronavirus (SARS-CoV-2)



These swab kits are exclusively suitable for sampling of surfaces such as door handles, light switches, handrails, work surfaces, equipment etc. **They must NOT be used for throat or nose samples of humans or animals.** The kits are not designed for this, and **the swab solution is harmful to health if consumed/comes in contact with skin or mucous membranes.** Please refer to the Safety Data Sheet (SDS) which has been emailed across to you, and can be accessed on the "Downloads" page of our website, <https://onescientific.co.uk/about-us/downloads/>

## **Before sampling:**

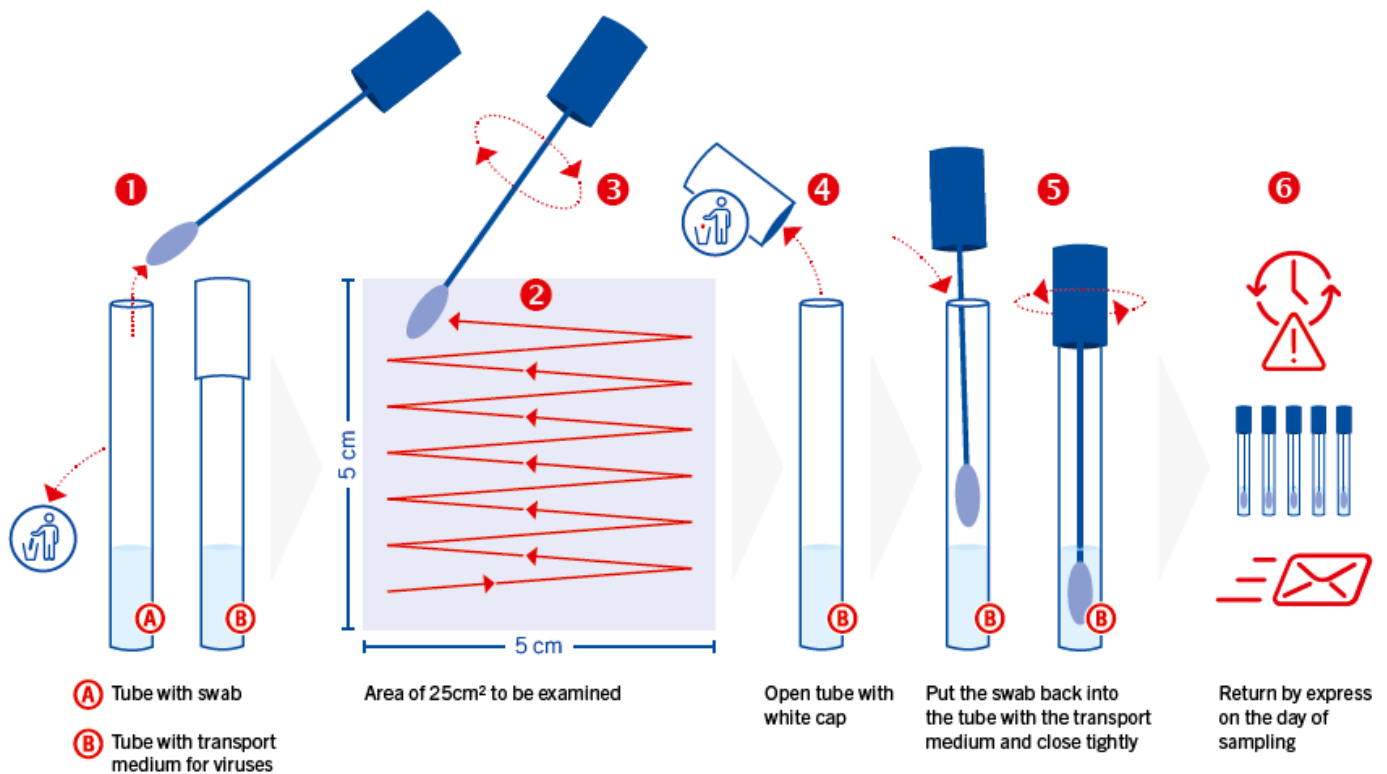
The following points must be adhered to when using the swab kits. Please read these instructions in full, and review the accompanying diagram on the next page, BEFORE carrying out the swabbing procedures. The numbers in red below indicate the corresponding step on the diagram. If you have any questions, please contact us prior to using the swabs.

- Swab kits should be stored at ambient temperature prior to use (do not refrigerate or freeze them).
- Number the tubes with the white caps, e.g. 1 -10, to match up with the location details on your submission form (see page 3 for sample submission form). **Number the tubes themselves, do not write on the caps**
- Once you start, you should perform the entire sampling procedure without interruption.
- Clean and disinfect hands before sampling. **Then put on disposable gloves.**

## **Sampling procedure:**

- Do not touch the surface of the swab with your hands during sampling. Speaking, coughing, sneezing and blowing your nose must also be avoided
- **1** Remove the swab from the tube with the blue cap (A), pressing the swab tip lightly against the wall of the tube to remove excess buffer solution first. Tube A can then be discarded in general waste.
- **2** Place the swab tip on the surface to be examined and swab an area of 25cm<sup>2</sup> using diagonal movements, rotating the swab between thumb and index finger as you go **3**
- After sampling, continue to hold the swab between thumb and index finger. **4** Unscrew the cap of the second tube (the one with the white cap, B) with your other hand. **Caution: The solution in the tube with the white cap (B) is an irritant and must NOT come into contact with skin and mucous membranes**
- **5** place the swab into tube B and close the cap tightly.
- The white cap from tube B can be disposed of in general waste

# Implementation instructions for surface testing for coronavirus (SARS-CoV-2)



## After sampling:

- Clean and disinfect the sampled surface
- **Place each used swab into one of the small ziplock bags provided.** Then, put all individually bagged swabs in to a larger ziplock bag (up to 20 swabs per large ziplock bag.) Use additional large ziplock bags as required, where more than 20 swabs are being submitted. This gives a 2-stage protection in case of any leaks/damage during transport. **Poorly packaged swabs may not be processed upon receipt.**
- Put the large ziplock bag(s) into a padded envelope or box with suitable packaging to offer protection during transit.
- A completed copy of the enclosed submission form must be sent with the swabs, but please do not put the paperwork in the ziplock bag with the swabs.
- **Stick one of the small white labels provided on to the outside of the final packaging.** This will indicate to our sample reception staff that the package contains SARS-CoV-2 swabs and should be processed accordingly.
- **6** Swabs should be returned to us on the same day where at all possible. If using a courier then we would recommend using a tracked, express service. **The samples must be sent at ambient temperature - do not refrigerate or freeze at any stage.**
- Used swab kits should be sent to the below address. Our sample reception is open 7 days per week to receive deliveries.

**One Scientific, Unit E, 7A4 Victoria Road, Avonmouth, Bristol, BS11 9DB**

Site contact (if required by the courier company): Samantha Brown 07958 931575

## Sample submission form for SARS-CoV-2 surface swab testing

Please include a completed copy of this submission form with the swabs when sending back us. Please use additional pages where required, increasing the swab numbers accordingly

# Implementation instructions for surface testing for coronavirus (SARS-CoV-2)



Company name:	
Contact name and number:	
Contact email address:	

Site name:	
Site address:	
Sampling date:	

	Swab number	Location where swab was taken
Please label the swabs with the corresponding number!	1	
	2	
	3	
	4	
	5	
	6	
	7	
	8	
	9	
	10	

-----

**For internal use only – tick origin laboratory**

- FDAS
- Helvic
- Minerva
- One Scientific
  
- SMS
- QTS
- TUK