

THIS AREA IS FOR LAB USE ONLY

Client Information

Invoice to Company Name:	Contact Name:
Address:	Zip Code:
City:	Province:
Telephone:	E-mail

Report Delivery Contact

Medical Professional Contact Name :	E-mail:	Telephone:
-------------------------------------	---------	------------

Requested Date for Delivery (YYYY-MM-DD)	Total Number of Samples:	Project Name:
TAT: <input type="checkbox"/> Routine TAT	<input type="checkbox"/> Rush	

Sample Delivery Details:

Relinquished by:	Date:	Time:
Received by:	Date:	Time:
Receipt Temp:		

Remit Samples: 108 – 4475 Wayburne Drive Burnaby, BC V5G 4X4, Canada

CARO has been approved by the Diagnostic and Accreditation Program (DAP), through the College of Physicians and Surgeons of British Columbia, to continue to provide COVID 19 diagnostic services while we complete the final requirements needed to obtain DAP accreditation. Refer to our [standard terms and conditions](https://www.caro.ca/terms-conditions) (https://www.caro.ca/terms-conditions) and COVID specific submission details below.

Submission Details:

- ✓ Covid-19 tests must be prepaid at least 1 week before sampling kits are provided.
- ✓ Routine TAT is 1 business day from the date of receipt at the laboratory. Next day reporting requires sample to be received by 2 pm on the previous day. Samples received after 2 pm will be processed on the 2nd business day unless rush analysis is requested, subject to surcharges and availability.
- ✓ Requisition form and any accompanying paperwork must be filled out duly. Missing or incorrect information may result in reporting delays.
- ✓ Sample collection must be performed by a medical professional. CARO does not perform sample collection.
- ✓ Cancellation or changes to previously agreed upon work may incur additional fees. Unused kits are subject to a 25% restocking fee.

Submission Instructions:

1. **DO NOT use swab if seal is broken.**
2. The medical professional should administer swab(s) and immediately place swab(s) inside the transport tube containing the VTM solution by snapping the swab(s) at the indented break point thereby releasing the lower portion of the swab into the tube. The VTM is used to preserve the sample for testing at the laboratory.
3. The medical professional will then seal the tube with the swab inside. The vial should then be wiped with 70% Ethanol or IPA solution and placed inside the biohazard transport bag. The outer surface of the biohazard bag should then also be wiped down with a 70% Ethanol or IPA solution.
4. Place the labels on the outside of the tube ensuring the label ID matches the ID that is written on the requisition form.
5. Swabs should be returned to the laboratory as quickly as possible, and within 72 hours of collection. If additional time is required, please contact the lab for further instructions.
6. Store swabs between 2-8°C. Keep in a cooler with ice packs during transport.
7. Test results sent to the medical professional(s) listed on this requisition form. Please ensure that the contact information recorded on this form is accurate and complete. CARO is not responsible for undelivered data due to incomplete paperwork.
8. For questions related to testing or test results, please contact us.

