



# congenital Cytomegalovirus (cCMV)

## Sample Collection Checklist

### cCMV Sample Collection Criteria:

- Ensure child has failed the final initial hearing screening in one or both ears prior to cCMV collection
- Ensure child is less than 21 days of age at time of collection
- Ensure child has not been breastfed within an hour of sample collection
- Collected using DCLS provided collection kits
- Labeled appropriately with two identifiers
- Placed in biohazard bag after collection
- Refrigerated after collection
- An electronic cCMV order form is generated in VISITS and printed and placed in front pocket of biohazard bag (not inside the bag with the sample)
- If a cCMV order is entered in error, (no sample is being collected or duplicate orders are created), notify VDH of the error to delete the cCMV electronic order before close of business that day.

### Courier Pickup:

- cCMV Sample Collection documented in ACE Courier Website
- Put sample in DCLS provided cooler with DCLS provided frozen ice pack in designated courier pickup location before 5 PM

**Note:** If your sample is not picked up by the courier, please place it back in the refrigerator and put it out for pick up the next day.

### CMV Contacts:

Ensure that VDH has at minimum two contacts from your hospital in case we have any questions regarding submitted cCMV samples.

#### VDH Contact:

(questions regarding VISITS or policies):

Email: [va\\_ehdi@vdh.virginia.gov](mailto:va_ehdi@vdh.virginia.gov)

Phone: 804-212-3020

#### DCLS Contacts:

Order supplies: 804-648-4480 x104

Email: [mattie.jones@dgs.virginia.gov](mailto:mattie.jones@dgs.virginia.gov)

Submission questions for the lab: 804-648-4480 x138

Helpful Hints on back 

# Helpful Hints:

- **DCLS Downtime form:**
  - If a hospital user is unable to generate an electronic cCMV order form in VISITS (due to child not being on pending list or system downtime) please complete the [DCLS downtime form](#) and submit with the sample.
  - Contact VDH if you need assistance with locating a child in VISITS or need help transferring a child to your cCMV Pending list for electronic entry at [va\\_ehdi@vdh.virginia.gov](mailto:va_ehdi@vdh.virginia.gov).
  - When you are able to access VISITS, enter the electronic order form to ensure the sample can be tested.
- **Missing provider in VISITS:**
  - When creating a cCMV order form, if you are unable to locate the Primary Care Provider - select 'Unknown Pediatric Facility' and proceed with entering the cCMV electronic order form.
  - In the Special circumstances tab type in who the child's Primary Care Provider is (include name/address and phone number to facility).
- **Avoid Rejection of Samples:**
  - Use all DCLS provided materials (collection kits, coolers, ice packs). If you need to order or request more materials please contact DCLS at 804-648-4480 x 104 or send an email to [DCLS\\_SSSKits@dgs.virginia.gov](mailto:DCLS_SSSKits@dgs.virginia.gov).
  - Keep samples refrigerated and ensure an ice pack is placed in the cooler for transport to keep samples cold.
  - Enter the cCMV screening form in VISITS right before or right after collection to ensure accuracy and avoid incorrect entries and rejection.
- **Common Reasons for Sample Rejection:**
  - Samples that exceed the hold time for testing (7 days since date of collection)
  - Samples that are received without an ice pack or exceed the temperature requirements
  - If the child is older than 21 days old at the time of collection
  - If there is an improper swab, VTM or collection device then the sample may be rejected
  - If there is a sample leakage in transit
  - If the sample has an improper VTM volume (must be 1mL)
- **MRN discrepancy on printed electronic order form and on sample:**
  - If there is a discrepancy between the MRN on the printed VISITS form and the one on the label on sample, please write on the printed order form indicating the correct MRN.

**Training and Materials can be found on our website:**

[www.vdh.virginia.gov/early-hearing-detection-and-intervention/](http://www.vdh.virginia.gov/early-hearing-detection-and-intervention/)

- [Hearing Targeted cCMV Protocols](#)
- [CMV VISITS Guide](#)
- [Virginia Hearing Targeted CMV Frequently Asked Questions](#)
- [cCMV 3-part Training Series](#)

## cCMV Brochures:

- [What Do You Know About CMV](#)
- [Protect Your Baby From CMV](#)