

Transport Medium for Swabs

Instruction Manual



For Professional Use Only

KEY TO SYMBOLS USED

	Catalogue number		Caution
	Batch code		Contains sufficient for <n> tests
	Research use only		Use-by Date
	Version		Consult instructions for use
	Temperature limit		Manufacturer
	Federal Budget Institute of Science "Central Research Institute for Epidemiology"		Date of manufacture

1. INTENDED USE

Transport Medium for Swabs is not a medical device. **Transport Medium for Swabs** is a reagent intended for transportation and storage of swabs and discharges collected from the urogenital tract, throat, rectum, and erosive-ulcerative lesions of human skin and mucous membranes for subsequent analysis of the material for STIs and other reproductive tract infections by polymerase chain reaction (PCR) and nucleic acid sequence-based amplification (NASBA) with the use of reagent kits manufactured by FBIS CRIE.

2. PRINCIPLE OF PCR DETECTION

Transport Medium for Swabs is a ready-to-use sterile buffer-salt solution supplemented with a preservative. The preservative prevents the growth of nonspecific microflora.

3. CONTENT

Transport Medium for Swabs is produced in 3 forms:

1 vial of 30 ml, 956-CE;

100 tubes of 0.3 ml, 987-CE

100 tubes of 0.3 ml in bulk¹, 987-CE-B.

Transport Medium for Swabs includes:

Reagent	Description	Volume, ml	Quantity
Transport Medium for Swabs	Colorless clear liquid	30	1 vial
		or	
		0.3	100 tubes

Transport Medium for Swabs is intended for 100 samples.

4. ADDITIONAL REQUIREMENTS

- Disposable powder-free gloves and laboratory coat.
- Pipettes (adjustable).
- Sterile pipette tips with aerosol filters (up to 200 and 1000 µl).
- Tube racks.
- Disposable 1.5-ml polypropylene tubes.
- Disposable sterile probes (tampons or cytobrushes) designed for collecting swabs and discharge from the urogenital tract (cervix, vagina, and urethra), throat, rectum, and erosive-ulcerative lesions of human skin and mucous membranes.
- Reservoir for used tips.

5. GENERAL PRECAUTIONS

The user should always pay attention to the following:

- Use sterile RNase/DNase-free pipette tips with aerosol filters and use a new tip for every procedure.
- Store all extracted positive material (specimens, controls and amplicons) away from all other reagents and add it to the reaction mix in a distantly separated facility.
- Thaw all components thoroughly at room temperature before starting an assay.
- When thawed, mix the components and centrifuge briefly.
- Use disposable protective gloves and laboratory cloths, and protect eyes while samples and reagents handling. Thoroughly wash hands afterwards.
- Do not eat, drink, smoke, apply cosmetics, or handle contact lenses in laboratory work areas.
- Do not use a reagent after its expiration date.
- Dispose of all specimens and unused reagents in accordance with local regulations.
- Samples should be considered potentially infectious and handled in a biological cabinet in compliance with appropriate biosafety practices.
- Clean and disinfect all samples or reagents spills using a disinfectant such as 0.5 % sodium hypochlorite, or other suitable disinfectant.
- Avoid samples and reagents contact with the skin, eyes, and mucous membranes. If these solutions come into contact, rinse the injured area immediately with water and seek medical advice immediately.
- Safety Data Sheets (SDS) are available on request.
- The reagent is intended for single use for analysis of specified number of samples (see the section "Content").
- The reagent is ready for use in accordance with the Instruction Manual. Use the reagent strictly for intended purpose.
- Use of this product should be limited to personnel trained in DNA amplification techniques.
- Workflow in the laboratory must be one-directional, beginning in the Extraction Area and moving to the Amplification and Detection Area. Do not return samples, equipment and reagents in the area where the previous step was performed.

¹ In bulk form contains unlabeled tubes. Tubes with identical reagent are packed in one bag with label.

6. SAMPLING AND HANDLING

NOTE: Obtaining samples of biological materials for PCR-analysis, transportation, and storage are described in manufacturer's handbook [1]. It is recommended that this handbook is read before starting work.

Transport Medium for Swabs is intended for transportation and storage of the following clinical material: swabs and discharges collected from the urogenital tract, throat, rectum, and erosive-ulcerative lesions of human skin and mucous membranes.

Storage and transportation of clinical material placed in the **Transport Medium for Swabs** (make sure the tube is tightly closed):

- at room temperature (18-25 °C) for up to 48 h;
- at 2-8 °C for up to 7 days;
- at the temperature not more than minus 20 °C for a long time (1 g of samples or less).

7. WORKING CONDITIONS

Transport Medium for Swabs should be used at 18–25 °C.

8. PROTOCOL

Omit step 1 if aliquoted form of **Transport Medium for Swabs** (100 tubes of 0.3 ml) is used.

1. Dispense 0.3 ml of **Transport Medium for Swabs** to 1.5-ml tubes using an aseptic technique. Tightly close the tubes and store at 2-25 °C until the expiration date on the label.
2. Prior to opening a tube, make sure that the drops are removed from the tube cap.
3. Place the probe end with clinical material to a tube with **Transport Medium for Swabs**, break off the shaft at the scratch mark (if applicable), and recap the tube. If there is no a scratch mark, sink the probe end in the medium, rotate the probe for 5-10 s pressing it to the tube wall, then remove the probe and recap the tube. Mark the tube.

9. TRANSPORTATION

Transport Medium for Swabs should be transported at 2–25 °C.

10. STABILITY AND STORAGE

Transport Medium for Swabs is to be stored at 2–25 °C when not in use. **Transport Medium for Swabs** is stable until the expiry date stated on the label. The shelf life of the reagent before and after the first use is the same, unless otherwise stated.

11. REFERENCES

1. Handbook "Sampling, Transportation, and Storage of Clinical Material for PCR Diagnostics" developed by Federal Budget Institute of Science "Central Research Institute for Epidemiology" of Federal Service for Surveillance on Consumers' Rights Protection and Human Well-Being.

12. QUALITY CONTROL

In compliance with Federal Budget Institute of Science "Central Research Institute for Epidemiology" ISO 13485-Certified Quality Management System each lot of **Transport Medium for Swabs** has been tested against predetermined specifications to ensure consistent product quality.

List of Changes Made in the Instruction Manual

VER	Location of changes	Essence of changes
05.07.11 VV	Cover page, text	The name of Institute was changed to Federal Budget Institute of Science "Central Research Institute for Epidemiology"
10.02.14 ChA	Front page, Key to symbols used	Symbol was changed to
22.02.17 PM	Through the text	Corrections according to the template
31.07.20 KK	Through the text Footer	The text formatting was changed The phrase "For research use only. Not for diagnostic procedures" was added
21.05.24 HM	Footer 3 Content	987-CE-B was added The form in bulk was added

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