

**Texas Department of State Health Services  
Procedures  
Shipping *M. tuberculosis* Isolates to DSHS Laboratory, Austin**

1. Establish an account
  - Please complete the "Submitter ID Request Form" found on our web site at [dshs.texas.gov/lab/mrs\\_forms.shtm](https://dshs.texas.gov/lab/mrs_forms.shtm)
  - Email form to [labinfo@dshs.texas.gov](mailto:labinfo@dshs.texas.gov) or fax to 512-776-7533
  - Once an account has been established, a submitter account number will be assigned
  - If you have any questions, email [labinfo@dshs.texas.gov](mailto:labinfo@dshs.texas.gov)
2. Order test request forms
  - Customers with established accounts can obtain current G-MYCO submission forms via email by following the instructions at the DSHS Laboratory Services Section website:  
[dshs.texas.gov/lab/mrs\\_forms.shtm#email](https://dshs.texas.gov/lab/mrs_forms.shtm#email)
3. Acceptable material for isolate submission include:
  - Samples (1.0-1.5 ml) of broth culture (e.g., MGIT)
  - Growth from solid medium culture (sesame seed size or more)
  - Suspensions of solid growth in saline or Middlebrook broth (1.0-1.5 ml)
  - Single piece of solid culture media (e.g., L-J slant, Middlebrook agar slant)
  - Single tube of liquid culture media (e.g., MGIT)

**Note: Isolate must be positive for *M. tuberculosis* complex**
4. Unacceptable Material for Isolate Submission include:
  - Clinical Specimens (e.g., sputum, pleural fluid)
  - Sediments from processed clinical specimens
  - Cultures on Petri Plates
  - Cultures not yet identified as *M. tuberculosis* complex
  - Contaminated or suspected mixed cultures
5. If shipping an aliquot of a culture, place a portion of acceptable material into a 2ml screw-cap vial with washer or o-ring (e.g., Corning No. 430659)
  - Label each vial or culture slant with two patient identifiers (e.g., patient name and date of birth)
  - Package in compliance with the Category A Infectious Substance protocol

6. Complete the required submission forms
  - Fill out the DSHS G-MYCO Specimen Submission Form completely, making sure that the patient identifiers on the tube match exactly the identifiers on the submission form
  - Make sure the date of collection field is completed or the specimen will be rejected
7. Ship cultures following the Category A Infectious Substance protocol to:

Mycobacteriology Laboratory - Specimen Receiving  
Laboratory Services Section  
1100 W 49<sup>th</sup> Street  
Austin, TX 78756-3199  
Point of contact: Walter Douglass  
Telephone: 512-776-7569

  - The DSHS Laboratory Services Section is not able to pay for the cost of shipping these isolates, but shipping containers can be returned to you if you supply postage and contact information with your shipment.