



*Kaiser Permanente Medical Center, San Francisco
Northern California Region*

THIS DOCUMENT CONTAINS CONFIDENTIAL INFORMATION. Its use is restricted to employees with a need to know and third parties with a need to know and who have signed a non-disclosure agreement.

 Work Instruction		
Title: Pre - Notification to California Department of Public Health Laboratories upon Receipt of Specimens for the Identification of Highly Infectious Agents		WI Number: SFOWI-0708 Revision: 6
Department: Clinical Lab Pre-Analytical Microbiology Area: 2238 Geary Blvd SFO Clinical Lab 2425 Geary Blvd SFO Hospital Lab 4131 Geary Blvd French Campus Lab Mission Bay Clinical Lab	<i>Approved & Released Work Instruction</i>	Implementation Date: 08/21/2018
Type of Document: Policy		Review Period - 340 Days

1.0 Purpose

To provide instructions to laboratory staff for immediate notification to the State laboratories when requisitions for identification of highly infectious agents are received.

2.0 Scope

Medical center laboratory staff - Laboratory Assistants (LA), Medical Laboratory Technicians (MLT) and Clinical Laboratory Scientists (CLS)

3.0 Definition of Terms

	3.1	Infectious agents that require immediate notification to the State laboratories: (See Section 11.0 References for the specific Regulations) <ul style="list-style-type: none"> • Anthrax • Botulism • Brucellosis
--	------------	---

	<ul style="list-style-type: none"> • Influenza, novel strains • Plague • Smallpox (Variola) • Tularemia • Viral Hemorrhagic Fever agents, e.g., Crimean-Congo, Ebola, Lassa, and Marburg viruses
--	--

4.0 Policy

4.1	Whenever the laboratory receives a specimen for the diagnosis of infectious agents listed in section 3.1, the laboratory shall communicate by telephone within an hour to the State Public Health Laboratories for instruction.
4.2	All laboratory staff must be aware of the list of infectious agents in section 3.1. Laboratory staff shall follow instructions to notify the State laboratories and to document any communication with the State laboratories.
4.3	NCAL Laboratory Quality and Compliance (NCAL LQC) periodically reviews the State's notification requirements and notifies all laboratories in the region for any updates made to the list of infectious agents.
4.4	Medical center laboratory must not add or delete any infectious agent(s) to the list under section 3.1 unless supported by applicable California Regulations or Law.
4.5	Reporting of positive culture or identification is the responsibility of the performing laboratory, e.g., TPMG Regional Laboratory, or external reference laboratory.

5.0 Materials

Safety Precautions

a.	Follow laboratory bloodborne pathogen policy and guidelines
b.	Wear N-95 respirator when handling specimens of suspected anthrax, plague, and smallpox.

Supplies, Equipment and Forms

a.	Laboratory coat
b.	Gloves
c.	N-95 respirator

- d. Follow instructions from the State or County Laboratory in completing all applicable forms

Specimen Handling

- a. Follow instructions from the State or County Laboratory in handling specimens.

6.0 Procedure

Steps	Action
1.	Review laboratory requisition for test(s) ordered.
2.	Notify supervisor immediately if any of the infectious agents listed under 3.1 is on the requisition
3.	<p>Call the State Microbial Disease Laboratory (MDL) at 510-412-3700 for instructions when the following infectious agents are suspected:</p> <ul style="list-style-type: none"> • Anthrax • Botulism • Brucellosis • Plague • Tularemia
5.	After Hours Duty Officer for both MDL and VRDL: 510-540-2308
4.	<p>Call the State Viral and Rickettsial Disease Laboratory (VRDL) at 510-307-8585 for instructions when the following infectious agents are suspected:</p> <ul style="list-style-type: none"> • Influenza, novel strains • Smallpox (Variola) • Viral Hemorrhagic Fever agents, e.g., Crimean-Congo, Ebola, Lassa, and Marburg viruses
6.	<p>Call local county if unable to contact State laboratories. <u>San Francisco County</u> {After Hours: 415-554-2830} 101 Grove Street, Room 408 San Francisco, CA 94102 Office Phone: (415) 554-2830 FAX (415) 554-2848 https://www.sfcddcp.org/communicable-disease/disease-reporting/</p>

7.	Document the communication as a non-chartable comment in RILIS using template "NOTIFY". <ul style="list-style-type: none"> • Place a "X" mark in front of the State Lab called (either MDL or VRDL). • Enter the name of the State person received the call, the caller, and date and time of call. • Enter instructions received.
8.	Only the first three lines of the template "NOTIFY" is displayed to viewer upon inquiry. Additional information entered beyond line 3 is not visible to the viewer.

7.0 Specimen Transport and Storage

7.1	Follow procedure "Specimen Packing and Transport" in the Laboratory Assistant Manual
7.2	Address: Microbial Disease Laboratory (MDL) California Department of Public Health 850 Marina Bay Parkway Richmond, CA 94804
7.3	Address: Viral and Rickettsial Disease Laboratory (VRDL) California Department of Public Health 850 Marina Bay Parkway Richmond, CA 94804 Attn: Specimen Receiving

8.0 Corrective Action



8.1	Notify supervisor or manager if unable to contact the State or County Laboratory
-----	--

9.0 Documentation and Records

9.1	Documentation of phone calls and verbal instructions are stored electronically in RILIS.
-----	--

10.0 Related Documents

10.1	Procedure: Specimen Packing and Transport
10.2	County Contact List

	 Local Health Dept_Comm Disease_Contact_Info 2017.pdf
10.3	Poster for quick reference  Poster - Highly Infectious Agents.DOC

11.0 References

1.	17 CCR 2505 "Notification by Laboratories" 17 CCR 2505 (e)(1) List of highly infectious agents 17 CCR 2505 (i) Additional notification requirement for influenza
2.	17 CCR 2551 "Anthrax, Cases and Suspect Cases to Be Reported by Telephone"
3.	17 CCR 2552 "Botulism, Cases and Suspect Cases to Be Reported by Telephone"
4.	17 CCR 2553 "Brucellosis (Undulant Fever). Cases and Suspect Cases to Be Reported by Telephone"
5.	17 CCR 2596 "Plague. Cases and Suspect Cases to Be Reported by Telephone"
6.	17 CCR 2614 "Smallpox (Variola). Cases and Suspect Cases to Be Reported by Telephone"
7.	17 CCR 2626 "Tularemia. Cases and Suspect Cases to Be Reported by Telephone"
8.	17 CCR 2638 "Viral Hemorrhagic Fevers (e.g., Crimean-Congo, Ebola Lassa and Marburg Viruses). Cases and Suspect Cases to Be Reported by Telephone"
9.	To review the current list of reportable infectious diseases and additional reporting requirements, click on the following link to 17 CCR: http://government.westlaw.com/linkedslice/search/default.asp?tempinfo=find&RS=GVT1.0&VR=2.0&SP=CCR-1000 Enter "17" under "Title" Enter the section number (e.g., 2505) under "Section", do not enter subsection letter Click on "Search"

Associated Documents:

External Documents

Associated Quality System Documents - None

Document Revision History:

Revision: 6	Date Created: 06/30/2008 Date of Last Revision: 08/21/2018	Last Approval Date: 08/21/2018
--------------------	---	---------------------------------------

Document Author: Richard Chui/CA/KAIPERM	Document Manager: Olga T Toler/CA/KAIPERM
--	---

Reason for Change:

Revision:	Sec/Para Changed	Change Made:	Date
1	N/A	Initial Issue of Document	7/1/2008
2	Content	Updates	7/10/2009
3	Approver	Change of CLIA Med Director/Approver	11/14/2011
4	Approver	Changed approver to Junming Fang	2/6/2013
5	Approver	Changed approver to Eric Suba	6/21/2016
6	Entire document	Adapted from Regional Template, customized with local information.	8/21/2018

Notification List:

Approvals:

First Approver's Signature Name: Eric Suba/CA/KAIPERM Title: Chief of Pathology; CLIA Director	Aug 21, 2018 03:27:39 PM PDT - Approved by: Eric Suba/CA/KAIPERM
---	--

Document History Section