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| St Paul Microbiology Specimen Processing |
| **Purpose** | This procedure provides instructions for processing Microbiology, Virology and Molecular specimens in the St Paul Laboratory. |
| **Policy Statements** | • This procedure applies to Microbiologists who perform processing in St Paul. |
| **Principle and Clinical Significance** | Microbiology samples submitted to the laboratory in St Paul will be received, stored under appropriate conditions and sent to the Minneapolis Microbiology Laboratory using couriers. Some specimen types require prompt processing that will occur in the St Paul Laboratory. Samples considered a Send Out test will be processed through Send Outs in St Paul.  |
| **Samples** | Specimens that require prompt processing include Bronchoscopy Culture, Cerebrospinal Fluid Culture, Body Fluid Culture, Occult Blood, Ova and Parasite, Stool Culture, Tissue Culture, Viral Culture, Viral Respiratory Culture, Herpes Culture, RVP, and RIP.  |
| **Tracking samples** | 1. Samples will be tracked to Minneapolis using track code MINM for routine couriers.
2. Use the MANM track code for any sample that requires stat transport.
3. Refer to procedure [LIS 1.6 Tracking Specimens in Sunquest](https://starnet.childrenshc.org/References/labsop/is/sq/adt/lis-1.6-tracking-specimens-in-sunquest.pdf)
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| **Stool Culture** | Stool specimens that are received fresh will incur delayed transport time. F:\My Pictures\Para-Pak C & S.jpgAcceptable Specimens:* Para-Pak® C&S system (Cary-Blair transport media) for delayed transport of more than 1 hour (available in from Materials, Storeroom Item# 9976).
* Fresh stool transferred to the fill line of Para-Pak® C&S system (Cary-Blair transport media)

Instructions for Para Pak® (C & S) system when delayed transport >1 hour is expected: refer to [Lab Test Directory Stool Culture](https://www.childrensmn.org/References/Lab/microbioviral/stool-culture.pdf) |
| **Occult Blood** | Acceptable Specimens:* Labeled Hemoccult® SENSA® card with patient’s name and collection date/time.
* Fresh stool transferred to Hemoccult® SENSA® card with patient’s name and collection date/time

Instructions for inoculation of Hemoccult® SENSA® card: refer to [Lab Test Directory Occult Blood](https://www.childrensmn.org/References/Lab/urinestool/occult-blood-stool.pdf) |
| **Cerebrospinal Fluid/Body Fluid** | 1. Handle CSF/BF as a STAT specimen-Call stat courier at 651-748-4477 for transport to Minneapolis.
2. Prepare Gram Stain following instruction in procedure [MC1.11 Cerebrospinal Fluid Culture](file:///G%3A%5CLab%20Procedures%5CMicrobiology%5C1NEW%20Micro%20Procedure%20Manual.%20%28same%20as%20in%20Starnet%29%5CMC%201%20Culture%20Procedures%5CMC%201.11%20Cerebrospinal%20Fluid.Ventricular%20Fluid.Shunt%20Fluid%20Culture.docx) and [MC 1.05 Body Fluid Culture](file:///G%3A%5CLab%20Procedures%5CMicrobiology%5C1NEW%20Micro%20Procedure%20Manual.%20%28same%20as%20in%20Starnet%29%5CMC%201%20Culture%20Procedures%5CMC%201.05%20Body%20Fluid%20Culture.docx)
3. Read and report the Gram stain within 60 min of receipt.
4. Prepare and send sample and gram stain slide for stat transport to Minneapolis.
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| **Ova / Parasite** | Stool specimens that are received fresh will incur delayed transport time. F:\My Pictures\OAP picture.pngAcceptable Specimens:* O&P preservative kit (available from Materials, Storeroom Item# 14574)
* Fresh Stool transferred to the fill line of the O&P preservative kit.
* Mid-day urine specimen in a sterile container transferred directly to the laboratory < or = 15 minutes and sent stat to Minneapolis.
* Early morning Sputum transferred directly to the laboratory < or = 15 minutes and sent stat to Minneapolis.

Refer to [Lab Test Directory Ova and Parasite Examination](https://www.childrensmn.org/References/Lab/microbioviral/ova-and-parasite-examination-stool.pdf)  |
| **Bronchoscopy**  | 1. Aliquot specimen to an appropriate sterile specimen container for appropriate testing.
2. 1 ml in a sterile container to send to Minneapolis for bacterial culture.
3. Aliquot appropriate amounts for individual send out testing. Send out test will be sent from St Paul.
4. Deliver specimen to Hematology for slide preparation
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| **Tissues** | 1. Bacterial Tissue specimens received from Histology, place tissue in sterile container with small amount of saline and send to Minneapolis.
2. If Send Out tests are ordered, divide tissue and transfer to sterile containers.

Refer to [MC 1.28 Tissue Culture](file:///G%3A%5CLab%20Procedures%5CMicrobiology%5C1NEW%20Micro%20Procedure%20Manual.%20%28same%20as%20in%20Starnet%29%5CMC%201%20Culture%20Procedures%5CMC%201.28%20Tissue%20Culture.docx)Refer to [Lab Test Directory Acid Fast Culture and Smear](https://www.childrensmn.org/References/Lab/microbioviral/afb-culture-smear-%28non-blood%29.pdf)Refer to [Lab Test Directory Fungal Culture](https://www.childrensmn.org/References/Lab/microbioviral/fungal-culture-%28non-blood%29.pdf)Refer to [Lab Test Directory Anaerobic Culture](https://www.childrensmn.org/References/Lab/microbioviral/anaerobic-culture-for-fastidious-organisms.pdf) |
| **Virology** | 1. Specimens collect for Viral Culture, Viral Respiratory Culture and Herpes Culture will be transferred to Viral Transport Medium (exception is CSF). Refer for [VIRO 1.00 Viral Culture Processing, Inoculation and Incubation](file:///G%3A%5CLab%20Procedures%5CVirology%5CVirology%20Procedure%20Manual%20same%20as%20Sharepoint%5CVIRO%201.00%20Viral%20Culture%20Processing%2C%20Inoculation%20and%20Incubation.docx).
2. Specimens for Chlamydia Culture will be transferred to Universal Transport Medium. Refer to [VIRO 2.05 Chlamydia Trachomatis Culture](file:///G%3A%5CLab%20Procedures%5CVirology%5CVirology%20Procedure%20Manual%20same%20as%20Sharepoint%5CVIRO%202.05%20Chlamydia%20Trachomatis%20Culture.doc).
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| **Molecular** | Specimens collected for RVP and RIP will be transferred to Viral Transport Medium. |

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| **Test remaining in St Paul** | 1. Stat Gram Stains will be performed in St Paul. Prepare, read and result per procedure.
2. Strep Screen (SSCR)
3. Rapid Flu (DFLU)
4. Rapid RSV (REIA)
5. Wet Prep (WETP)
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| **Courier Schedule** | Routine Week Day Couriers will pick up in St Paul at the following times:* 0645
* 0845
* 1045
* 1245
* 1445
* 1545
* 1655
* 1700
* 2100
* 2300
* 0245
* 0500

Routine Weekend courier will pick up in St Paul at the following times:* 0645
* 0930 (0945 Sundays)
* 1200
* 1500
* 1800
* 2100
* 2400
* 0330

Any test deemed stat will require a Stat courier to be called 651-748-4477. |
| **Room Temp Storage** | These specimens require room temperature storage while waiting for couriers to Minneapolis:

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| AC | CGPCR | GASDN | SKIC |
| BC | CSF | GC | STLC |
| BF | EARC | GENC | TCS |
| BPC | EYEC | OAP | WDC |

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| **Refrigerated Storage**  | These specimens require refrigeration while waiting for couriers to Minneapolis:

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| BRC | CDT | RIP | TRAC |
| BORDP | HSV | RVP | UC |
| CHLC | MRSS | SPUC | VIRC |
| ETC | MRSP | TISC | VRSP |

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| **Training Plan/ Competency Assessment** | **Training Plan** | **Initial Competency Assessment** |
| * + 1. Employee must read the procedure
		2. Employee will observe trainer performing the procedure.
		3. Employee will demonstrate the ability to perform procedure, record results and document corrective action after instruction by the trainer.
 | * 1. Direct Observation.
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| **Historical Record** |  |  |  |  |
|  | **Version** | **Written/Revised by:** | **Effective Date:** | **Summary of Revisions** |
| 1 | Susan DeMeyere | 10/31/2018 | Initial Version |
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| **Archived by:** |  | **Archived Date:** |  |