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1.0 Purpose

This procedure is intended to provide guidance for sending isolates to other laboratories.

2.0 Safety - Personal Protective Equipment

Performance of this procedure will expose testing personnel to biohazardous material. All isolates must be handled as outlined in the Microbiology Biohazards and Safety document.

This procedure will expose you to:

- Airborne pathogens

To perform this procedure, you must use:

- Laboratory Coat
- Gloves (for isolates in BSL-3 lab)
- N95 Mask (for isolates in BSL-3 lab)
- Biological safety cabinet

Disinfectant following procedure:

- Bleach dilution sprayer (to deliver freshly mixed 10% solution)

3.0 Specimen Requirements

Isolates must be growing in pure culture on a slant or placed on a swab in Amies gel for transportation. Culture plates cannot be shipped.

4.0 Procedure Information and Instructions

4.1 Materials

4.1.1 Equipment

- Incubator – select temperature and atmospheric conditions appropriate for the specific isolate.

4.1.2 Consumables

- Inoculation loops

4.1.3 Media

- BHI or Chocolate agar slant
- MGIT broth tube
- Culture swab with Amies gel

5.0 Instructions

5.1 Subculture

- Select a medium appropriate for growing the specific isolate.
 - AFB – MGIT broth
 - Fungus (yeast and mold) – BHI slant
 - Routine bacterial isolates – BHI slant
 - Fastidious organisms – Chocolate slant (consult rounds if isolate does not grow well on Chocolate agar)
 - *B. pertussis* isolates – Charcoal agar slant
 - For anaerobes and microaerophilic organisms, such as *Campylobacter*, isolates must be first grown on plated media and then harvested with a culture swab to be transported in Amies bacterial transport medium
- Subculture isolate to the appropriate medium. Select a single, isolated colony for subculture to ensure purity.
- Incubate slant/broth in conditions appropriate for the test isolate.
- When the subculture has sufficient growth, place the culture tube in a plastic biohazard transport bag. Record the patient and isolate information in the Microbiology Send Out Log Book and take the isolate and completed paperwork to the Send Out area of Specimen Processing.

5.2 Forms and Paperwork

5.2.1 Microbiology Reference Laboratory Send Out Forms

For isolates being sent to ARUP for ID or AST, complete the highlighted fields of the [Microbiology Send Out Form](#). Select the appropriate reference test from the dropdown menu. If the test does not appear on the menu it may be free-texted. The specific test code and test name should be used. Designate the isolate as Category A or B for shipping. Print the completed form and take it with the isolate to the Send Out area.

For *Mycobacterium* isolates being sent to National Jewish Health, Advanced Diagnostics Laboratories for susceptibility testing, complete the highlighted fields of the [National Jewish Mycobacteriology Requisition](#).

5.2.2 State Public Health Laboratory Send Out Form

Refer to the Microbiology Critical Results, Notifiable Conditions, and Select Agents document to determine the isolates for which the state requires submission. Complete all of the highlighted fields of the [WA PHL Submission Form](#). For submission of *M. tuberculosis* isolates, complete the highlighted fields of the [WA PHL TB Submission Form](#). For states other than Washington, refer to hardcopies of specific state public health lab submission forms in the file located by the Send Out log binder in Microbiology. Print the completed form and take it with the isolate to the Send Out area.

5.2.3 Select Agent Send Out Form

- If ruling out a select agent, complete the [Spokane RHD Select Agent Submission Form](#).
- Notify the county public health bioterrorism laboratory by calling (509) 324-1438.
- Take the completed form and the isolate to the Send Out area. Emphasize to the Send Out personnel that the isolate must be packaged as a select agent and NOT to send via FEDEX. A PAML courier should take the sample directly to the county public health laboratory. A cab may alternatively be used for transportation.

6.0 References

1. [Washington Department of Health Public Laboratory Website](#)
2. [National Jewish Health Advanced Diagnostic Laboratories Website](#)

7.0 Document Control

Adopted/Reviewed by director (AR) and supervisor (JC) 2/25/2013.