



**Stanton Territorial Hospital**

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**Distribution:**

**Microbiology Orientation Manual**

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Document Name: Microbiology Daily Start Up

**Approved By:**

Jennifer G. Daley Bernier, A/ Manager, Laboratory Services

Status: **APPROVED**






**PURPOSE:**

To detail the responsibilities of the Microbiology Laboratory daily start up to ensure that all duties and maintenance are completed as required.

**PROCEDURE INSTRUCTIONS:**

Step	Action
<b>Routine Microbiology Start Up</b>	
1	Record temperatures and CO <sub>2</sub> levels of incubators
2	Record temperatures of fridges (in micro and core lab) and freezer in wash up room
3	Record temperature of hotplate, room temperature and room humidity
4	Replace daily swab rack and urine specimen bucket. Each day of the week has its own rack/container
5	Discard culture plates from previous week for both benches
6	Change biohazard garbage as necessary. Replace with new box
7	Empty tray of gram stains and place in box. Wipe tray
8	Perform daily QC and enter into TQC
9	Sub out GBS, selenite broths and manual blood cultures
10	Perform BACTEC FX daily maintenance and complete maintenance record
11	Perform Vitek 2 daily maintenance and complete maintenance record
12	Verify Vitek 2 reports (see below)
13	Enter jars and trays into TQC (see below)
14	<b>MONDAYS:</b> Change temperature charts on all fridges and incubators
15	<b>MONDAYS:</b> Weekly incubator and BSC maintenance
16	<b>FIRST MONDAY OF MONTH:</b> Monthly maintenance on BACTEC FX and Vitek 2
17	<b>FIRST MONDAY OF MONTH:</b> Monthly maintenance on fridges and incubators

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Step	Action
<b>Verify Vitek 2 Reports</b>	
1	Input user name and password on the Vitek 2 computer
2	Double click the <b>Vitek 2 Systems</b> icon
3	Select the <b>View and Maintain Isolates</b> tab 
4	Select <b>View by : Date Tested</b> from the drop down menu
5	<b>Filter by: Show all</b> by selecting from the drop down menu
6	Using Vitek worksheets, review the organisms
7	All isolates that have a green box beside them are approved and OK 
8	Isolates with orange boxes containing green check marks are preliminary only. 
9	Isolates with an orange box containing a <b>red square</b> in the lower right hand are organisms that require further testing due to: low discrimination, slash line or missing organism 
10	<b>To approve isolates that need to be reviewed, select the isolate on the left hand side of the screen by clicking on it. Then in the tool bar click on the Review button</b> 
11	Sort these reports by bench (correct bench is located on the top right hand corner of each isolate report). Deliver to the appropriate bench.

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Step	Action	
<b>Entering Anaerobic Jars into TQC</b>		
1	Log into TQC	
2	Select <b>Orders &gt; Order Entry</b> in the left launch bar	
3	Select the new icon from the top tool bar	
4	In the pop up window, under <b>Item ID</b> , type <b>JARSANA02</b> and click on <b>Find</b>	
5	All jars will be selected. Click on the <b>Deselect All</b> button at the bottom	
6	Select the appropriate anaerobic jars A-J and click on <b>Save</b>	
7	A <b>Result Entry</b> tab will open containing fields for QC entry of the jars selected	
8	Under the <b>Results</b> tab, select the appropriate result	
	<b>If:</b>	<b>Then:</b>
<b>9</b>	<b>All jars pass</b>	No corrective action windows will appear and you may click on <b>Verify All</b> and <b>Save</b>
	<b>Any of the jars fail</b>	If the failure is due to a pink indicator, select <b>Repeat Testing</b> in your <b>Action ID</b> drop down menu. Retest the jar (empty) to ensure that it works. A TQC order for this will automatically be generated. Consult Tech II prior to working up any samples incubated in a failed jar.
	<b>Any of the jars fail</b>	If the failure is due to no indicator present in jar, select <b>Jar failed due to known tech error</b> in the <b>Action ID</b> drop down menu. Consult Tech II prior to working up any samples incubated in a failed jar
<b>Any of the jars fail</b>	<b>Any of the jars fail</b>	If the failure is due to no anaerobic pack in the jar, select <b>Jar failed due to know tech error</b> in the <b>Action ID</b> drop down menu. Consult Tech II prior to working up any samples incubated in a failed jar.

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Step	Action	
<b>Entering Anaerobic Trays into TQC</b>		
1	In the pop up window, under <b>Item ID</b> , type <b>TRAYS ANAO2</b> and click on <b>Find</b>	
2	All trays will be selected. Click on the <b>Deselect All</b> button at the bottom	
3	Select the appropriate trays 1 – 4 and click on <b>Save</b>	
4	A <b>Result Entry</b> tab will open contain fields for the QC entry of the trays selected	
5	Under the <b>Results</b> tab, select the appropriate result:	
	<b>If:</b>	<b>Then:</b>
6	<b>All trays pass</b>	No corrective action windows will appear and you may click on <b>Verify All</b> and <b>Save</b>
7	<b>Any of the trays fail</b>	If the failure is due to a pink indicator, select <b>Repeat Testing</b> in your <b>Action ID</b> drop down menu. Retest the tray (empty) to ensure that it works. A TQC order for this will automatically be generated. Consult Tech II prior to working up any samples incubated in a failed jar.
		If the failure is due to no indicator present in tray, select <b>Jar failed due to known tech error</b> in the <b>Action ID</b> drop down menu. Consult Tech II prior to working up any samples incubated in a failed tray
		If the failure is due to no anaerobic pack in the tray, select <b>Jar failed due to know tech error</b> in the <b>Action ID</b> drop down menu. Consult Tech II prior to working up any samples incubated in a failed tray.

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Step	Action	
<b>Entering Campy jars into TQC</b>		
1	In the pop up window, under <b>Item ID</b> , type <b>JARS-MAP</b> and click on <b>Find</b>	
2	All jars will be selected. Click on the <b>Deselect All</b> button at the bottom	
3	Select the appropriate anaerobic jars A-J and click on <b>Save</b>	
4	A <b>Result Entry tab</b> will open containing fields for QC entry of the jars selected	
5	Under the <b>Results</b> tab, select the appropriate result	
	<b>If:</b>	<b>Then:</b>
6	<b>All trays pass</b>	No corrective action windows will appear and you may click on Verify All and Save
7	<b>Any of the trays fail</b>	If the failure is due to no Campy control plate in the jar, select <b>Jar failed due to known tech error</b> in the <b>Action ID</b> drop down menu. All stool specimens will need to be re-planted and set up in Campy jar with Campy control plate.
		If the failure is due to no Campy pack in the jar, select <b>Jar failed due to known tech error</b> in the <b>Action ID</b> drop down menu. All stool specimens will need to be re-planted and set up in Campy jar with Campy control plate.
		If the failure is due to Campy not growing on control plate, select <b>Investigate and Advise Micro Tech II</b> in the <b>Action ID</b> drop down menu. All stool specimens will need to be re-planted and set up in Campy jar with Campy control plate. Investigation will include seeing if the Campy control bug is still viable, if the jar that was used is working correctly and if the Campy pack used is working correctly. This investigation will be performed by the Tech II

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**REFERENCES:**

BD BACTEC FX System User's Training Manual, BD Diagnostics Technical Services and Support, Sparks, Maryland

**REVISION HISTORY:**

REVISION	DATE	Description of Change	REQUESTED BY
1.0	28 Apr 2017	Initial Release	L. Steven

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Signed by: Jennifer G. Daley Bernier

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