

PROGRAM Standard Operating Procedure – Laboratory Services	
Title: MIC36300 – Referral of Cat B Specimens to APL	Policy Number:
Program Name: Laboratory Services	
Applicable Domain: Lab, DI and Pharmacy Services	
Additional Domain(s):	
Effective Date:	Next Review Date:
Issuing Authority: Director of Health Services	Date Approved:
Accreditation Canada Applicable Standard:	

GUIDING PRINCIPLE:

Organisms that require further identification or typing need to be referred to Alberta Precision Laboratories (APL) for testing. TDG regulations need to be followed including paperwork and packaging.

PURPOSE/RATIONALE:

To ensure microbiology Category B specimens are sent for referral testing to Alberta Precision Laboratory (APL) appropriately.

SCOPE/APPLICABILITY:

This procedure applies to Medical Laboratory Technologists (MLTs) and Medical Laboratory Assistants (MLAs) packaging Category B samples being referred to Alberta Precision Laboratory.

SAMPLE INFORMATION:

The following category B specimens need to be sent to APL for referral testing:

- Any organism that requires further identification not offered by DL
- Any organism that requires serological typing

SUPPLIES:


- Copan Transystem Culture swab transport system (with or without charcoal)
- Alberta Precision Laboratory Reference Organism and Surveillance Requisition
- Category B box
- Category B package supplies
- APL RG2 Biosafety fax coversheet

PROCEDURE INSTRUCTIONS:

Step	Action
Complete collector ID information on the APL requisition:	
1	<div style="display: flex; justify-content: space-between;"> <div style="width: 60%;"> </div> <div style="width: 35%; border: 1px solid black; padding: 5px;"> Accession # (lab only) </div> </div>
	<ol style="list-style-type: none"> 1. Stanton location information is pre-typed on the requisition 2. The physician code and report location code need to be entered on the requisition 3. To find the physician code and the report location code: <ul style="list-style-type: none"> ➤ Open patient report in Order Entry ➤ Ensure Edit Mode is activated. Click on Req. by: ➤ The physician code is the UPIN# ➤ The report location code is the numbers at the beginning of the ordering provider's address <div style="text-align: center; margin-top: 10px;"> </div>


Step	Action
Complete patient information on the APL requisition:	
2	<div style="display: flex; justify-content: space-between;"> <div style="width: 60%;"> </div> <div style="width: 35%; border: 1px solid black; padding: 5px;"> Accession # (lab only) </div> </div>
	<ol style="list-style-type: none"> 1. Place a LIS collection label on the APL requisition

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3	<div style="text-align: right; margin-bottom: 10px;">Accession # (lab only)</div>  <p>ALBERTA PRECISION LABORATORIES <small>Leaders in Laboratory Medicine</small></p> <p>Reference Organism and Surveillance Requisition</p> <p>Complete and forward request to appropriate Provincial Laboratory for Public Health: <input type="checkbox"/> Edmonton Site: 8440-112 St T6G 2J2 <input type="checkbox"/> Calgary Site: 3030 Hospital Dr NW T2N 4W4 <small>Phone: 780.407.7121 Fax: 780.407.3864 Phone: 403.944.1200 Fax: 403.270.2216</small></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td rowspan="2" style="background-color: #cccccc; text-align: center; vertical-align: middle;">Requestor</td> <td colspan="2">Submitting Lab Name Stanton Territorial Hospital</td> <td colspan="4">Submitting Lab Address 548 Bryne Road, P.O. Box 10</td> </tr> <tr> <td>City/Town Yellowknife</td> <td>Province NT</td> <td>Postal Code X1A 2N1</td> <td colspan="2">Phone Number 867 767 9300 x 46691</td> </tr> <tr> <td rowspan="4" style="background-color: #cccccc; text-align: center; vertical-align: middle;">Patient</td> <td colspan="2">PHN</td> <td colspan="2">Alternate Identifier</td> <td colspan="1">Date of Birth (yyyy-Mon-dd)</td> </tr> <tr> <td colspan="2">Last Name</td> <td colspan="1">First Name</td> <td colspan="1">Middle</td> <td>Gender <input type="checkbox"/> M <input type="checkbox"/> F</td> </tr> <tr> <td colspan="2">Address</td> <td>City/Town</td> <td>Prov</td> <td>Postal Code</td> <td>Location</td> </tr> <tr> <td colspan="2">Collection Date (yyyy-Mon-dd)</td> <td colspan="1">Time (24 hr)</td> <td colspan="2">Location</td> <td>Collector ID</td> </tr> <tr> <td colspan="2">Date Submitted (yyyy-Mon-dd)</td> <td colspan="3">Specimen Source</td> <td>Submitting Lab Specimen Number</td> </tr> <tr> <td colspan="3">Clinical Diagnosis</td> <td colspan="3">Travel History</td> </tr> </table> <p>1. Add the Stanton accession number in submitting lab specimen number 2. Complete remaining collection information</p>	Requestor	Submitting Lab Name Stanton Territorial Hospital		Submitting Lab Address 548 Bryne Road, P.O. Box 10				City/Town Yellowknife	Province NT	Postal Code X1A 2N1	Phone Number 867 767 9300 x 46691		Patient	PHN		Alternate Identifier		Date of Birth (yyyy-Mon-dd)	Last Name		First Name	Middle	Gender <input type="checkbox"/> M <input type="checkbox"/> F	Address		City/Town	Prov	Postal Code	Location	Collection Date (yyyy-Mon-dd)		Time (24 hr)	Location		Collector ID	Date Submitted (yyyy-Mon-dd)		Specimen Source			Submitting Lab Specimen Number	Clinical Diagnosis			Travel History		
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Step	Action
Complete highlighted areas on the APL RG2 coversheet:	
5	<div style="text-align: center;">  <p>Stanton Territorial Hospital – Microbiology Laboratory 548 Byrne Road, PO Box 10 - Yellowknife, NT X1A 2N1 Phone: 867 767-9300 ext. 46691 Fax: 867 669-4141</p> </div> <p>To: Alberta Precision Laboratories From: STH Microbiology Laboratory</p> <p>Fax: 1 (780) 407 3864 Pages: [redacted]</p> <p>Phone: 1 (780) 407 7121 Date: [redacted]</p> <p>Re: Transfer of Human Pathogens CC: sth_biosafety@gov.nt.ca (L-R2-09731-22-BK-00)</p> <p>STH Microbiology laboratory is transferring a package containing a Risk Group 2 Human pathogen to your facility The sample is to be directed to the [redacted] program. Weigh Bill number of this shipment is [redacted]</p> <p>If you do NOT receive this package within 72 hours of this notification, please inform the STH microbiology laboratory at (867) 767-9300 ext. 46691 AND email sth_biosafety@gov.nt.ca</p> <p>Thank you</p> <p>Name of STH employee sending sample [redacted] Signature [redacted]</p>

Step	Action
Order a referred test in result entry screen:	
6	<ol style="list-style-type: none"> 1. Select Add Test 2. Choose appropriate reference code: ?REFE- APL Edmonton 3. Select Ok 4. Add a period (.) in the results line 5. Final report the test line

Step	Action
Complete Category B send-out process:	
7	<ol style="list-style-type: none"> 1. Print off any Vitek results for organism being referred 2. Submit organism on a labelled agar plate sealed with parafilm or on a labelled C&S swab 3. Photocopy all papers and staple together. Hole punch photocopy stack and place in the <i>DynaLIFE</i> and ProvLab Pending Referrals binder <ul style="list-style-type: none"> ➤ Ensure the report is filed under the correct tab (ProvLab, Cat B) 4. Place a requisition label on the APL requisition and scan into SoftMedia 5. Pack specimen up according to TDG Category B regulations <ul style="list-style-type: none"> ➤ Send original paperwork with specimen 6. Email completed coversheet to email locations listed 7. Place Category B box in the Category B overpack box in the lab assitant area for shipment to <i>DynaLIFE</i>

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REFERENCES:

1. *Alberta Precision Laboratories Reference Organism and Surveillance Requisition*, 19193 (Rev2020-07)

APPROVAL:

Date

REVISION HISTORY:

REVISION	DATE	Description of Change	REQUESTED BY
1.0	28 Apr 17	Initial Release	L. Steven
2.0	16 Jun 19	Updated to reflect new hospital address	L. Steven
3.0	10 Mar 20	Procedure reviewed	L. Steven
4.0	30 Jun 22	Procedure reviewed and added to NTHSSA policy template	L. Steven