

PROGRAM Standard Operating Procedure – Laboratory Services

Title: MIC10100 – Microbiology Specimen Processing	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: N/A	

GUIDING PRINCIPLE:

A guide to the processing of specimens submitted for bacterial culture for the following specimens:

1. Bacterial Vaginosis Screen...pg.3
2. Blood Culture:
 - a. Receiving Blood Culture bottles...pg.4
 - b. Positive Blood Culture in BACTEC FX...pg.6
 - c. Blood Culture received >24 hr...pg.8
3. Blood Product Culture...pg.11
4. Body Fluid Culture:
 - a. FLD received in sterile container...pg.12
 - b. FLD received in BC bottles <24 hr...pg.14
 - c. FLD received in BC bottles >24 hr...pg.16
5. CSF Culture...pg.19
6. Ear Culture...pg.20
7. Eye Culture:
 - a. Superficial Eye...pg.21
 - b. Deep Eye...pg.22
8. Genital Culture
 - a. Lower Genital Tract...pg.23
 - b. Upper Genital Tract...pg.24
9. Gonorrhoeae Culture...pg.25
10. GBS Screen...pg.26
11. IUD Culture...pg.27
12. MRSA Screen...pg.28
13. MRO Screen...pg.28
14. Nose Culture...pg.29
15. Oral Culture...pg.29
16. Respiratory Culture...pg.30
17. Throat Culture...pg.31
18. Tip Culture...pg.32
19. Urine Culture...pg.33
20. VRE Screen...pg.34
21. Wet Prep Screen...pg.35
22. Wound Culture:
 - a. Superficial Wound...pg.36
 - b. Deep Wound...pg.37
23. Yeast Culture...pg.38

Disclaimer Message: This is a **CONTROLLED** document for internal use only. Any documents appearing in paper form are not controlled and should be checked against the electronic file version prior to use.

PURPOSE/RATIONALE:

This standard operating procedure describes the specimen processing for microbiology specimens processed at Stanton Territorial Hospital.

SCOPE/APPLICABILITY:

This procedure applies to Medical Laboratory Technologists (MLTs) and Medical Laboratory Assistants (MLAs) processing specimens for the microbiology laboratory.

REAGENTS and/or MEDIA:

- Anaerobic KV agar (KV)
- Blood agar (BA)
- Brucella agar (BRU)
- Chocolate agar (CHO)
- Colistin-nalidixic acid agar (CNA)
- Laked blood agar (KV)
- LIM broth (LIM)
- MacConkey agar (MAC)
- MRSASelect II agar (MRS)
- Sabouraud agar (SAB)
- StrepBSelect agar (GBS)
- Thayer Martin agar (TM)
- Thioglycollate broth (THIO)
- UriSelect 4 agar (URI)
- VRESelect agar (VRE)

SUPPLIES:

- Disposable 1 µL and 10 µL loops
- Disposable needles
- Glass microscope slides
- Ringed cytology slides
- Alcohol swabs
- Sterile pipettes
- Sterile swabs
- Anaerobic trays and jars
- Anaerobic indicators
- AnaeroGen packs
- AnaeroPouch packs
- Blood culture subculture vents

EQUIPMENT:

- Biosafety cabinet
- 35° ambient air and 35° CO₂ incubators

SPECIAL SAFETY PRECAUTIONS:

Containment Level 2 facilities, equipment, and operational practices for work involving infectious or potential infectious materials or cultures.

- Ensure that appropriate hand hygiene practices be used.
- Lab gown must be worn when performing activities with potential pathogens.
- Gloves must be worn when direct skin contact with infected materials is unavoidable.
- Eye protection must be used when there is a known or potential risk of exposure of splashes.
- All procedures that may produce aerosols or involve high concentrations or large volumes should be conducted in a biological safety cabinet (BSC).
- The use of needles, syringes and other sharp objects should be strictly limited.

All patient specimens are assumed to be potentially infectious. Routine Practices must be followed. Since viable micro-organisms are used, all cultures must be handled with appropriate precautions. All equipment in contact with cultures should be decontaminated by appropriate methods.

Disclaimer Message: This is a **CONTROLLED** document for internal use only. Any documents appearing in paper form are not controlled and should be checked against the electronic file version prior to use.

QUALITY CONTROL:

- Refer to MIC60010-Microbiology Quality Control procedure
- Refer to MIC60040-Culture Media Quality Control procedure

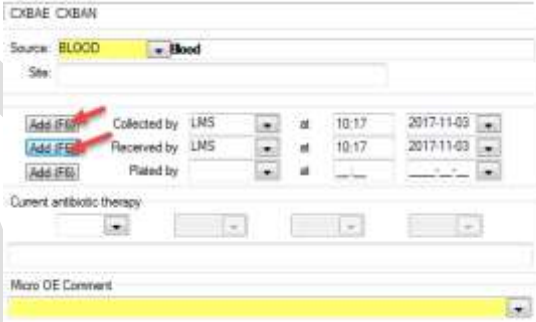
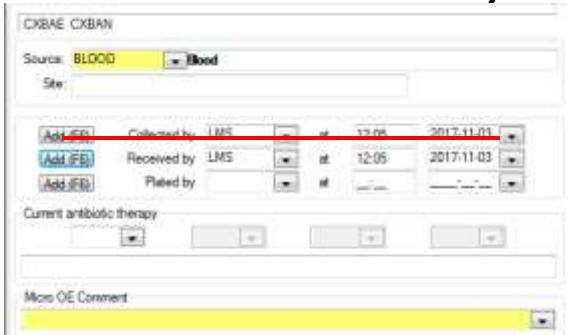
1. PROCEDURE INSTRUCTIONS: BACTERIAL VAGINOSIS SCREEN

Step	Action
1	<ul style="list-style-type: none">• Posterior vaginal vault or vaginal orifice• Only performed on patients that are >13 years of age• If specimen is received on patient ≤13 years of age, process as a genital culture• Refer to MIC10110-Bacterial Vaginosis Specimen Processing Job Aid for other tests ordered on vaginal swabs
2	Specimen should be stored at room temperature.
3	<u>Criteria for rejection:</u> <ol style="list-style-type: none">1. Unlabeled/mislabelled specimen2. Specimen container label does not match patient identification on requisition3. Duplicate specimens obtained with same collection method within 24 hours
4	<u>Label the following media/slides:</u> <ul style="list-style-type: none">• Label the frosted end of a glass microscope slide with the accession number, patient's last name and specimen type
5	Make Gram stain smear. Refer to MIC10000-Microbiology Specimen Handling.
6	Gram stain slide. Refer to MIC20100-Gram Stain.

Disclaimer Message: This is a **CONTROLLED** document for internal use only. Any documents appearing in paper form are not controlled and should be checked against the electronic file version prior to use.

2. PROCEDURE INSTRUCTIONS: BLOOD CULTURE

a. Receiving Blood Culture bottles

Step	Action
1	<ul style="list-style-type: none"> Blood Sterile fluid received in blood culture bottles
2	Specimen should be stored at room temperature.
3	<p>Criteria for rejection:</p> <ol style="list-style-type: none"> Unlabeled/mislabelled specimen Specimen container label does not match patient identification on requisition Broken/cracked bottle <p>NOTE: If patient has been treated with antibiotics, blood culture specimens are considered irretrievable. Waiver of responsibility form SCM40110 needs to be filled out by the responsible nurse</p> <p>NOTE: Except for the above conditions, blood culture specimens are not rejected regardless of delayed transport, if received frozen or if bottles are expired. Ensure the appropriate specimen quality comments are attached to the specimen in OE and process blood culture specimen</p>
4	Blood culture bottles need to be collected and received into SoftMic before loaded onto the BACTEC FX analyzer. It is important when receiving blood culture bottles that they are received but NOT plated. The instrument will not issue preliminary and final no growth reports if the specimen has been plated.
5	<p>Receiving can be performed in Order Entry:</p> <ol style="list-style-type: none"> Order blood culture bottles Collect and receive bottles by selecting the Add button beside Collected by and Received by:  <p>3. Do NOT select the Add button beside Plated by:</p> 

Disclaimer Message: This is a **CONTROLLED** document for internal use only. Any documents appearing in paper form are not controlled and should be checked against the electronic file version prior to use.

Receiving of multiple bottles can be performed in the Receiving Worklist:

1. Select **Receiving Worklist** icon on the main menu
2. Select **Not Received:**



3. Scan the blood culture bottles that you want to receive. Each bottle that has been scanned will have a red check mark beside the order on the left side:



4. Select **Setup/Label** from the menu on the right-hand side:



5. Ensure that **Specimen Received** is selected:



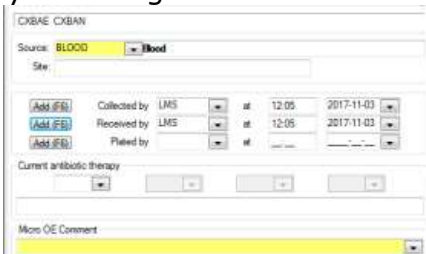


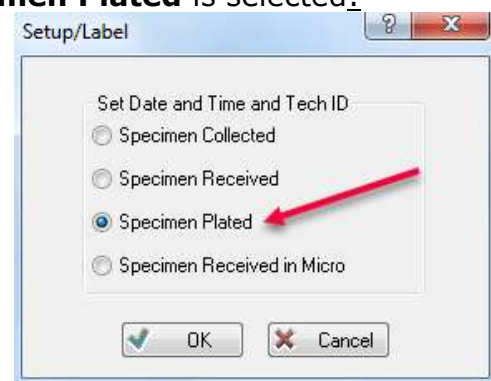
6. Ensure that **Specimen Plated** is **NOT** selected:



7. Once you have ensured that Specimen Received is selected, select the OK button to receive the specimens
8. Load bottles onto the BACTEC FX analyzer as per MIC71000-BACTEC FX Instrument

Disclaimer Message: This is a **CONTROLLED** document for internal use only. Any documents appearing in paper form are not controlled and should be checked against the electronic file version prior to use.

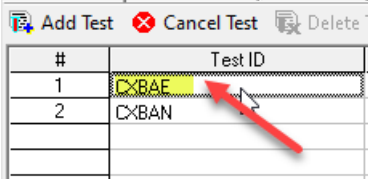
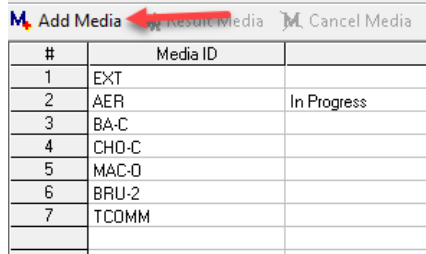

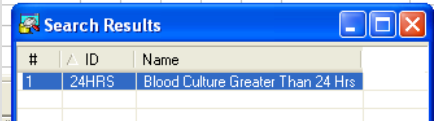
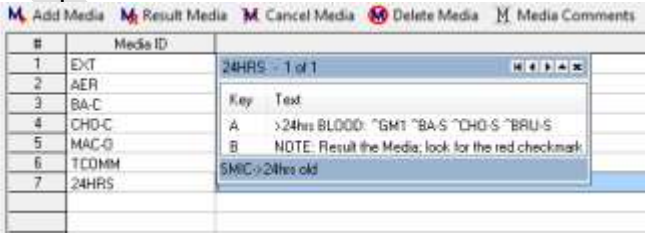
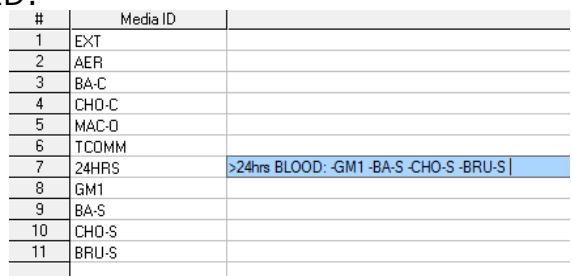
b. Positive Blood Culture in BACTEC FX

Step	Action
1	Remove positive blood culture bottle(s) from the BACTEC FX. Refer to MIC71000-BACTEC FX Instrument.
2	<p>Plating can be performed in Order Entry:</p> <ol style="list-style-type: none"> 1. Enter accession number 2. Select the Micro Tab 3. Plate the bottle(s) by selecting the Add button beside Plated by:  <p>Plating can be performed in Receiving Worklist:</p> <ol style="list-style-type: none"> 1. Select Receiving Worklist icon on the main menu 2. Select Not Plated:  <ol style="list-style-type: none"> 3. Scan the blood culture bottles that you want to plate. Each bottle that has been scanned will have a red check mark beside the order on the left side:  <ol style="list-style-type: none"> 4. Select Setup/Label from the menu on the right-hand side 5. Ensure that Specimen Plated is selected:  <ol style="list-style-type: none"> 6. Select OK to plate the specimens

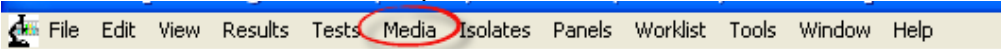



Disclaimer Message: This is a **CONTROLLED** document for internal use only. Any documents appearing in paper form are not controlled and should be checked against the electronic file version prior to use.

3	<p><u>Label the following media/slides:</u></p> <ul style="list-style-type: none"> • BA-C: Blood agar • CHO-C: Chocolate agar • MAC-O: MacConkey agar • BRU-2: Brucella agar • Label the frosted end of a glass microscope slide with the accession number, patient's last name, bottle type (AE/AN/PED) • Clean slide with alcohol swab prior to inoculation <p>NOTE: Indicate which bottle is positive on ALL plates and slides NOTE: Indicate the date the bottle(s) went positive on all plates</p>
4	<p><u>Working in the biosafety cabinet subculture the bottle(s):</u></p> <ol style="list-style-type: none"> 1. Swab the rubber septum with an alcohol pad and insert a vent 2. Holding the bottle horizontally, place one drop on each plate and two small drops on the slide: <div style="text-align: center;"> </div> <ol style="list-style-type: none"> 3. Carefully pull the vent out of the bottle and discard it into the sharps container in the biosafety cabinet 4. Using a sterile loop, streak the plates for isolation 5. Spread the drop out on the FULL slide using the sterile loop:
5	Place MAC plate in the O ₂ incubator in white tray labeled "Positive Blood Culture."
6	Place BA and CHO plates in the CO ₂ incubator in white tray labeled "Positive Blood Culture."
7	Place BRU in anaerobic jar or tray with anaerobic pouch and indicator as soon as practical after inoculation. Label jar or tray with date of 48 hour read. Anaerobes should not be exposed to air for 42-48 hours after inoculation. Refer to MIC10000-Microbiology Specimen Handling.
8	Gram stain slide. Refer to MIC20100-Gram Stain. NOTE: Positive blood culture gram stains should be read within 1 hour of processing during regular Microbiology hours

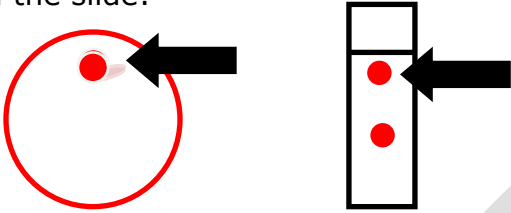
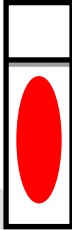
c. Blood Culture received >24 hr

Step	Action
1	<p>In Results Entry, place the cursor in the first bottle in the test ID column:</p> 
2	<p>In the media section of the order at the bottom part of the screen:</p> <ol style="list-style-type: none"> Select "Add Media"  <ol style="list-style-type: none"> In the Select Media box add the test ID "24" and select OK:  <ol style="list-style-type: none"> The Search Results box appears with 24HRS media ID selected. Select OK to add it to the plate log:  <ol style="list-style-type: none"> In the Media Comment line, use the keypad to select Key A to order the plates to be planted and select OK:  <ol style="list-style-type: none"> The Keypad will generate the appropriate plates in the lines below the 24HRS Media ID: 

Disclaimer Message: This is a **CONTROLLED** document for internal use only. Any documents appearing in paper form are not controlled and should be checked against the electronic file version prior to use.

3	<p><u>Save changes to the plate log using the Print Subculture Media Label:</u></p> <ol style="list-style-type: none">1. Select the Media menu on top of screen: 2. Scroll down and select Print Subculture Media Labels: 3. Pop-up box asks to save changes, select Yes to save changes												
4	<p><u>Media labels to be printed will be selected:</u></p> <ol style="list-style-type: none">1. After saving changes the Select Subculture Media box generates2. All required plates are checked off3. Select OK  <table border="1"><thead><tr><th>Media ID</th><th>Media Name</th><th>Test</th></tr></thead><tbody><tr><td><input checked="" type="checkbox"/></td><td>BAG-S Blood (100) Sub-plate</td><td>CBAC</td></tr><tr><td><input checked="" type="checkbox"/></td><td>CHO-S Chocolate Sub Plate</td><td>CBAC</td></tr><tr><td><input checked="" type="checkbox"/></td><td>BRU-S Brucella Sub-plate</td><td>CBAC</td></tr></tbody></table> <ol style="list-style-type: none">4. After selecting OK the Micro Label box generates5. Ensure the format matches the example: 	Media ID	Media Name	Test	<input checked="" type="checkbox"/>	BAG-S Blood (100) Sub-plate	CBAC	<input checked="" type="checkbox"/>	CHO-S Chocolate Sub Plate	CBAC	<input checked="" type="checkbox"/>	BRU-S Brucella Sub-plate	CBAC
Media ID	Media Name	Test											
<input checked="" type="checkbox"/>	BAG-S Blood (100) Sub-plate	CBAC											
<input checked="" type="checkbox"/>	CHO-S Chocolate Sub Plate	CBAC											
<input checked="" type="checkbox"/>	BRU-S Brucella Sub-plate	CBAC											
5	<p><u>Label the following media/slides:</u></p> <ul style="list-style-type: none">• BA-C: Blood agar• CHO-C: Chocolate agar• MAC-O: MacConkey agar• BRU-2: Brucella agar• Label the frosted end of a glass microscope slide with the accession number, patient's last name, bottle type (AE/AN/PED)• Clean slide with alcohol swab prior to inoculation <p>NOTE: Indicate which bottle is >24 hours on ALL plates and slides NOTE: Write "> 24 HR" on all plates</p>												

Disclaimer Message: This is a **CONTROLLED** document for internal use only. Any documents appearing in paper form are not controlled and should be checked against the electronic file version prior to use.

6	<p><u>Working in the biosafety cabinet subculture the bottle(s):</u></p> <ol style="list-style-type: none"> Swab the rubber septum with an alcohol pad. Insert a vent into the bottle Holding the bottle horizontally, place one drop on each plate and two small drops on the slide: <div style="text-align: center;">  </div> Carefully pull the vent out of the bottle and discard it into the sharps container in the biosafety cabinet Using a sterile loop, streak the plates for isolation Spread the drop out on the FULL slide using the sterile loop: <div style="text-align: center;">  </div>
7	Load bottles onto the BACTEC FX analyzer as per MIC71000-BACTEC FX Instrument.
8	Place BA and CHO plates in the CO ₂ incubator in white tray labeled "> 24 hr Blood Culture".
9	Place BRU in anaerobic jar or tray with anaerobic pouch and indicator as soon as practical after inoculation. Label jar or tray with date of 48 hour read. Anaerobes should not be exposed to air for 42-48 hours after inoculation. Refer to MIC10000-Microbiology Specimen Handling.
10	Gram stain slide. Refer to MIC20100-Gram Stain.

Disclaimer Message: This is a **CONTROLLED** document for internal use only. Any documents appearing in paper form are not controlled and should be checked against the electronic file version prior to use.

3. PROCEDURE INSTRUCTIONS: BLOOD PRODUCT CULTURE

Step	Action
1	Blood products need to be processed as: <ul style="list-style-type: none"> • Body fluid culture received in blood culture bottles: <ul style="list-style-type: none"> ➢ CXFBC → Source → Blood product • Body fluid culture: <ul style="list-style-type: none"> ➢ CXFBC → Source → Blood product
2	Specimen should be refrigerated.
3	<u>Criteria for rejection:</u> <ol style="list-style-type: none"> 1. Improperly collected, labeled, transported or handled specimens should be processed. Waiver of responsibility form SCM40110 needs to be filled out by the responsible nurse.
4	<u>Processing CXFBC:</u> <ol style="list-style-type: none"> 1. 20 mL of blood product is needed for the inoculation of blood culture bottles and 5 mL of blood product is needed for the inoculation of the body fluid culture media. If sufficient volume is received, proceed to step 3. If sufficient volume is not received, aseptically inject 10 to 20 mL of Thioglycollate broth into the blood product bag and mix. 2. On the blood culture bottles, place a mark at 10 mL above the level of the broth. Remove the caps and clean the septum with an alcohol pad. Label bottles with LIS labels. 3. Inspect the blood product bag and tubing and determine where the material will be taken from. Use alcohol pad to clean the area where the needle will be inserted. 4. Using a butterfly needle and a vacutainer barrel, aseptically insert the needle end into the blood product bag. Using the barrel, attach a blood culture bottle and fill to the 10 mL mark. Repeat with the second bottle. Also collect a red top vacutainer tube. 5. Remove the butterfly needle from the blood product and dispose of carefully into the sharps container. Place a piece of tape over the hole and place the blood product bag into a large biohazard bag and store in refrigerator until testing is complete. 6. Load bottles onto the BACTEC FX analyzer as per MIC71000-BACTEC FX Instrument.
5	<u>Processing CXFLD:</u> <ol style="list-style-type: none"> 1. From the red top tube collected above, use a sterile pipette to inoculate Blood agar, Chocolate agar and Brucella agar and make a gram stain with one drop of the blood product. Streak out to cover whole plate. 2. Place BA and CHO plates in the CO₂ incubator on "New Wound Culture" shelf. 3. Place BRU in anaerobic jar or tray with anaerobic pouch and indicator as soon as practical after inoculation. Label jar or tray with date of 48 hour read. Anaerobes should not be exposed to air for 42-48 hours after inoculation. Refer to MIC10000-Microbiology Specimen Handling. 4. Gram stain slide. Refer to MIC20100-Gram Stain. <p>NOTE: Gram stain must be read before culture plates</p>

Disclaimer Message: This is a **CONTROLLED** document for internal use only. Any documents appearing in paper form are not controlled and should be checked against the electronic file version prior to use.

4. PROCEDURE INSTRUCTIONS: BODY FLUID CULTURE

a. Body fluid received in sterile container:

Step	Action
1	<ul style="list-style-type: none"> Fluid should be collected in a sterile specimen container or tube and/or into blood culture bottles If fluid is received in blood culture bottles, refer to part b. If swab is received, add Specimen Quality comment SWBFL Refer prosthetic device specimens for culture to DynaLIFE Refer tissue or biopsy specimens for culture to DynaLIFE
2	Specimen should be stored at room temperature. NOTE: If a delay in processing is anticipated, do NOT refrigerate
3	<u>Criteria for rejection:</u> <ol style="list-style-type: none"> Insufficient volume for tests requested: contact the physician to prioritize requests Leaking specimens should be processed, but alert the physician of the possibility of contamination Specimens received in the laboratory in a syringe with the needle still attached will be rejected. In addition, an RL6 will be filed outlining the hazard. Refer to SCM40100-Specimen Acceptance and Rejection Policy Improperly collected, labeled, transported or handled specimens should be processed. Waiver of responsibility form SCM40110 needs to be filled out by the responsible nurse If only blood culture bottles are received, a gram stain cannot be performed
4	Volume received: (Tube 2 is the usual tube for Microbiology) <ul style="list-style-type: none"> >1mL: Centrifuge at 3500 rpm for 10 minutes (Program 2). Remove supernatant with sterile pipette and place into red top tube labeled with SUP label. Mix sediment with pipette. <=1mL: Inoculate plates using a sterile pipette. NOTE: If sample is NOT centrifuged, add Specimen Quality comment NOSPI to state: "Sample not concentrated"
5	<u>Label the following media/slides:</u> <ul style="list-style-type: none"> BA-C: Blood agar CHO-C: Chocolate agar MAC-O: MacConkey agar BRU-2: Brucella agar THIO2: Thioglycollate broth Label the frosted end of a microscope slide with the accession number, patient's last name and specimen type. Clean slide with alcohol swab prior to inoculation Clean slide with alcohol swab prior to inoculation
6	Inoculate plates with specimen. Refer to MIC10000-Microbiology Specimen Handling.
7	Make Gram stain smear. Refer to MIC10000-Microbiology Specimen Handling.
8	Streak plates for isolation. Refer to MIC10000-Microbiology Specimen Handling.

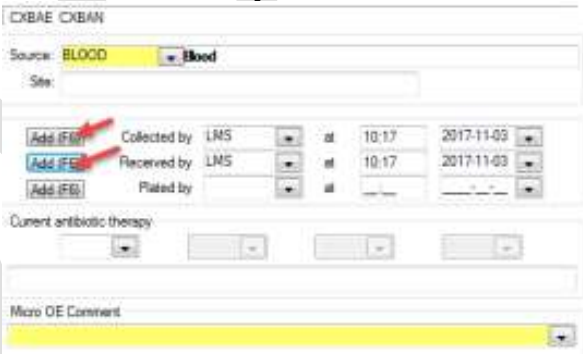
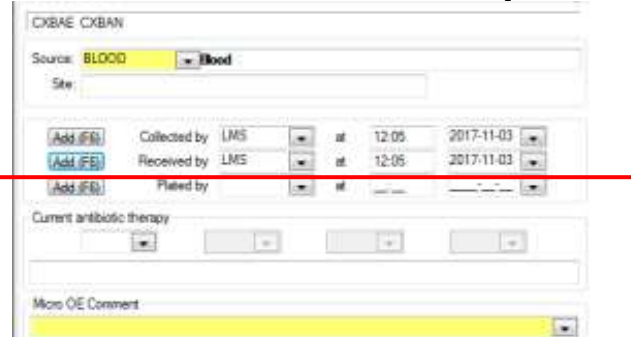
Disclaimer Message: This is a **CONTROLLED** document for internal use only. Any documents appearing in paper form are not controlled and should be checked against the electronic file version prior to use.

9	Place MAC plate in the O ₂ incubator on "New Wound Culture" shelf.
10	Place BA and CHO plates in the CO ₂ incubator on "New Wound Culture" shelf.
11	Place BRU in anaerobic jar or tray with anaerobic pouch and indicator as soon as practical after inoculation. Label jar or tray with date of 48 hour read. Anaerobes should not be exposed to air for 42-48 hours after inoculation. Refer to MIC10000-Microbiology Specimen Handling.
12	Label THIO with Day 2 date and Day 5 date. Place THIO broth in THIO rack in O ₂ incubator in "Day 2" row. NOTE: If fluid is from above the neck, keep THIO and BRU for 10 days
13	Gram stain slide. Refer to MIC20100-Gram Stain. NOTE: Fluid gram stains should be read within 1 hour of processing during regular Microbiology laboratory hours

DRAFT

Disclaimer Message: This is a **CONTROLLED** document for internal use only. Any documents appearing in paper form are not controlled and should be checked against the electronic file version prior to use.

b. Body fluid received in blood culture bottle <24 hours old:

Step	Action
1	<ul style="list-style-type: none"> • Sterile fluid received in blood culture bottles
2	Specimen should be stored at room temperature.
3	<p><u>Criteria for rejection:</u></p> <ol style="list-style-type: none"> 1. Unlabeled/mislabelled specimen 2. Specimen container label does not match patient identification on requisition 3. Broken/cracked bottle <p>NOTE: If patient has been treated with antibiotics, fluid specimens in blood culture bottles are considered irretrievable. Waiver of responsibility form SCM40110 needs to be filled out by the responsible nurse</p> <p>NOTE: Except for the above conditions, fluid specimens in blood culture bottles are not rejected regardless of delayed transport, if received frozen or if bottles are expired. Ensure the appropriate specimen quality comments are attached to the specimen in OE and process blood culture specimen</p>
4	Sterile body fluids received in blood culture bottles need to be collected and received into SoftMic before loaded onto the BACTEC FX analyzer. It is important when receiving sterile body fluids blood culture bottles that they are received but NOT plated. The instrument will not issue preliminary and final no growth reports if the specimen has been plated.
5	<p>Receiving can be performed in Order Entry:</p> <ol style="list-style-type: none"> 1. Order sterile body fluid received in blood culture bottles as CXFBC 2. Collect and receive bottles by selecting the Add button beside Collected by and Received by:  <p>Collected by and Received by:</p>  <ol style="list-style-type: none"> 3. Do NOT select the Add button beside Plated by:

Disclaimer Message: This is a **CONTROLLED** document for internal use only. Any documents appearing in paper form are not controlled and should be checked against the electronic file version prior to use.

Receiving of multiple bottles can be performed in the Receiving Worklist:

1. Select **Receiving Worklist** icon on the main menu
2. Select **Not Received:**



3. Scan the blood culture bottles that you want to receive. Each bottle that has been scanned will have a red check mark beside the order on the left side:

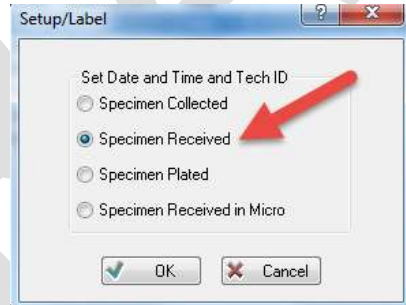


4. Select **Setup/Label** from the menu on the right-hand side:

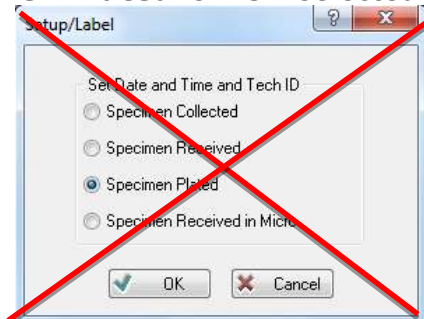


6

5. Ensure that **Specimen Received** is selected:



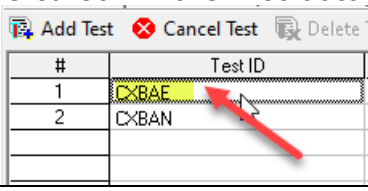
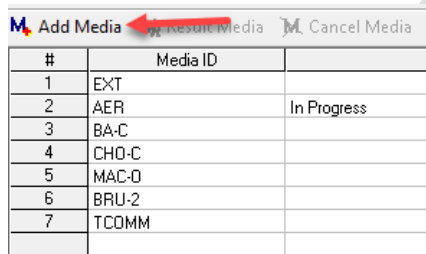

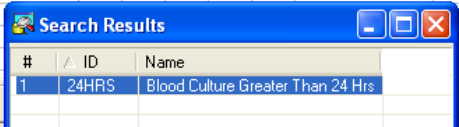
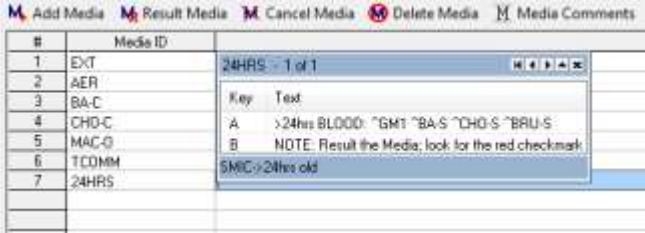
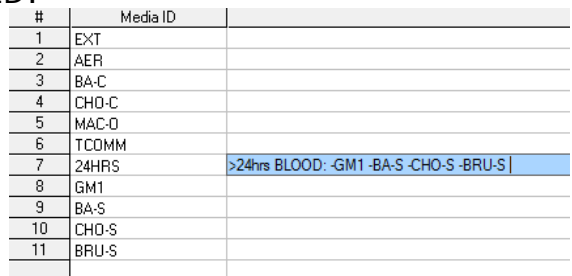
6. Ensure that **Specimen Plated** is **NOT** selected:



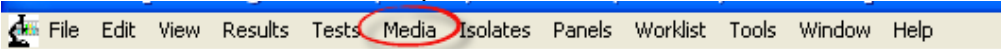



7. Once you have ensured that Specimen Received is selected, select the OK button to receive the specimens
8. Load bottles onto the BACTEC FX analyzer as per MIC71000-BACTEC FX Instrument

Disclaimer Message: This is a **CONTROLLED** document for internal use only. Any documents appearing in paper form are not controlled and should be checked against the electronic file version prior to use.

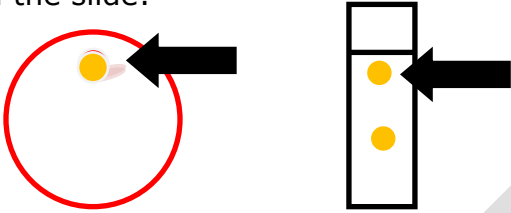

c. Body fluid received in blood culture bottle >24 hours old:

Step	Action
1	<p>In Results Entry, place the cursor in the first bottle in the test ID column:</p> 
2	<p><u>In the media section of the order at the bottom part of the screen:</u></p> <ol style="list-style-type: none"> Select Add Media  <ol style="list-style-type: none"> In the Select Media box add the test ID 24 and select OK:  <ol style="list-style-type: none"> The Search Results box appears with 24HRS media ID selected. Select OK to add it to the plate log:  <ol style="list-style-type: none"> In the Media Comment line, use the keypad to select Key A to order the plates to be planted and select OK:  <ol style="list-style-type: none"> The Keypad will generate the appropriate plates in the lines below the 24HRS Media ID: 

Disclaimer Message: This is a **CONTROLLED** document for internal use only. Any documents appearing in paper form are not controlled and should be checked against the electronic file version prior to use.

<p>3</p>	<p><u>Save changes to the plate log using the Print Subculture Media Label:</u></p> <ol style="list-style-type: none">1. Select the Media menu on top of screen: 2. Scroll down and select Print Subculture Media Labels: 3. Pop-up box asks to save changes, select Yes to save changes
<p>4</p>	<p><u>Media labels to be printed will be selected:</u></p> <ol style="list-style-type: none">1. After saving changes the Select Subculture Media box generates2. All required plates are checked off3. Select OK  <ol style="list-style-type: none">4. After selecting OK the "Micro Label" box generates5. Ensure the format matches the example: 
<p>5</p>	<p><u>Label the following media/slides:</u></p> <ul style="list-style-type: none">• BA-C: Blood agar• CHO-C: Chocolate agar• MAC-O: MacConkey agar• BRU-2: Brucella agar• Label the frosted end of a glass microscope slide with the accession number, patient's last name, bottle type (AE/AN/PED)• Clean slide with alcohol swab prior to inoculation <p>NOTE: Indicate which bottle is >24 hours on ALL plates and slides NOTE: Write "> 24 HR" on all plates</p>

Disclaimer Message: This is a **CONTROLLED** document for internal use only. Any documents appearing in paper form are not controlled and should be checked against the electronic file version prior to use.

6	<p><u>Working in the biosafety cabinet subculture the bottle(s):</u></p> <ol style="list-style-type: none"> Swab the rubber septum with an alcohol pad. Insert a vent into the bottle Holding the bottle horizontally, place one drop on each plate and two small drops on the slide: <div style="text-align: center;">  </div> Carefully pull the vent out of the bottle and discard it into the sharps container in the biosafety cabinet Using a sterile loop, streak the plates for isolation Spread the drop out on the FULL slide using the sterile loop: <div style="text-align: center;">  </div>
7	Load bottles onto the BACTEC FX analyzer as per MIC71000-BACTEC FX Instrument.
8	Place BA and CHO plates in the CO ₂ incubator in white tray labeled "> 24 hr Blood Culture".
9	Place BRU in anaerobic jar or tray with anaerobic pouch and indicator as soon as practical after inoculation. Label jar or tray with date of 48 hour read. Anaerobes should not be exposed to air for 42-48 hours after inoculation. Refer to MIC10000-Microbiology Specimen Handling.
10	Gram stain slide. Refer to MIC20100-Gram Stain.

Disclaimer Message: This is a **CONTROLLED** document for internal use only. Any documents appearing in paper form are not controlled and should be checked against the electronic file version prior to use.

5. PROCEDURE INSTRUCTIONS: CSF CULTURE

Step	Action
1	<ul style="list-style-type: none"> Central nervous system shunt fluid CSF from lumbar puncture
2	Specimen should be stored at room temperature. NOTE: If a delay in processing is anticipated, do NOT refrigerate
3	<u>Criteria for rejection:</u> <ol style="list-style-type: none"> Insufficient volume for tests requested: contact the physician to prioritize requests Leaking specimens should be processed, but alert the physician of the possibility of contamination Improperly collected, labeled, transported or handled specimens should be processed. Waiver of responsibility form SCM40110 needs to be filled out by the responsible nurse
4	<u>Volume received:</u> (Tube 2 is the usual tube for Microbiology) <ul style="list-style-type: none"> >1mL: Centrifuge at 3500 rpm for 10 minutes (Program 2). Remove supernatant with sterile pipette and place into red top tube labeled with SUP label. Mix sediment with pipette <=1mL: Inoculate plates using a sterile pipette
5	<u>Label the following media/slides:</u> <ul style="list-style-type: none"> BA-C: Blood agar CHO-C: Chocolate agar MAC-O: MacConkey agar Label the frosted end of a ringed cytology slide with the accession number, patient's last name and specimen type Clean slide with alcohol swab prior to inoculation NOTE: If specimen is from a shunt, THIO needs to be added
6	Inoculate plates with specimen. Refer to MIC10000-Microbiology Specimen Handling.
7	Streak plates for isolation. Refer to MIC10000-Microbiology Specimen Handling.
8	Place the remaining sample sediment, supernatant in the O ₂ incubator in sample bucket.
9	Place MAC plate in the O ₂ incubator in white tray labeled "CSF".
10	Place BA and CHO plates in the CO ₂ incubator in white tray labeled "CSF."
11	Gram stain slide. Refer to MIC20100-Gram Stain. NOTE: CSF gram stains should be read within 1 hour of processing during regular Microbiology hours

Disclaimer Message: This is a **CONTROLLED** document for internal use only. Any documents appearing in paper form are not controlled and should be checked against the electronic file version prior to use.

6. PROCEDURE INSTRUCTIONS: EAR CULTURE

Step	Action
1	<ul style="list-style-type: none">External auditory canal (outer ear)Otitis media discharge swabbed from external auditory canal NOTE: Typanocentesis fluid should be ordered as a body fluid culture
2	Specimen should be stored at room temperature. NOTE: If transport is >2 hours, swabs should be refrigerated
3	<u>Criteria for rejection:</u> <ol style="list-style-type: none">Unlabeled/mislabelled specimenSpecimen container label does not match patient identification on requisition
4	<u>Label the following media/slides:</u> <ul style="list-style-type: none">BA-C: Blood agarCHO-C: Chocolate agarMAC-O: MacConkey agarLabel the frosted end of a glass microscope slide with the accession number, patient's last name and specimen type
5	Inoculate plates with specimen. Refer to MIC10000-Microbiology Specimen Handling.
6	Make Gram stain smear. Refer to MIC10000-Microbiology Specimen Handling.
7	Streak plates for isolation. Refer to MIC10000-Microbiology Specimen Handling.
8	Place MAC plate in the O ₂ incubator on "New Wound Culture" shelf.
9	Place BA and CHO plates in the CO ₂ incubator on "New Wound Culture" shelf.
10	Gram stain slide. Refer to MIC20100-Gram Stain.

Disclaimer Message: This is a **CONTROLLED** document for internal use only. Any documents appearing in paper form are not controlled and should be checked against the electronic file version prior to use.

7. PROCEDURE INSTRUCTIONS: EYE CULTURE

a. Superficial Eye

Step	Action
1	<ul style="list-style-type: none">• Conjunctiva• Superficial corneal specimens
2	Specimen should be stored at room temperature.
3	<u>Criteria for rejection:</u> <ol style="list-style-type: none">1. Unlabeled/mislabelled specimen2. Specimen container label does not match patient identification on requisition
4	<u>Label the following media/slides:</u> <ul style="list-style-type: none">• BA-C: Blood agar• CHO-C: Chocolate agar• Label the frosted end of a glass microscope slide with the accession number, patient's last name and specimen type
5	Inoculate plates with specimen. Refer to MIC10000-Microbiology Specimen Handling.
6	Make Gram stain smear. Refer to MIC10000-Microbiology Specimen Handling.
7	Streak plates for isolation. Refer to MIC10000-Microbiology Specimen Handling.
8	Place BA and CHO plates in the CO ₂ incubator on "New Wound Culture" shelf.
9	Gram stain slide. Refer to MIC20100-Gram Stain.

Disclaimer Message: This is a **CONTROLLED** document for internal use only. Any documents appearing in paper form are not controlled and should be checked against the electronic file version prior to use.

b. Deep Eye

Step	Action
1	<ul style="list-style-type: none"> • Corneal scrapings • Aqueous/vitreous fluid • Keratitis
2	Specimen should be stored at room temperature.
3	<p><u>Criteria for rejection:</u></p> <ol style="list-style-type: none"> 1. Unlabeled/mislabelled swabs 2. Specimen container label does not match patient identification on requisition 3. Improperly collected, labeled, transported or handled specimens should be processed. Waiver of responsibility form SCM40110 needs to be filled out by the responsible nurse
4	<p><u>Label the following media/slides:</u></p> <ul style="list-style-type: none"> • BA-C: Blood agar • CHO-C: Chocolate agar • MAC-O: MacConkey agar • BRU-2: Brucella agar • Label the frosted end of a glass microscope slide with the accession number, patient's last name and specimen type • Clean slide with alcohol swab prior to inoculation
5	Inoculate plates with specimen. Refer to MIC10000-Microbiology Specimen Handling.
6	Make Gram stain smear. Refer to MIC10000-Microbiology Specimen Handling.
7	Streak plates for isolation. Refer to MIC10000-Microbiology Specimen Handling.
8	Place MAC plate in the O ₂ incubator on "New Wound Culture" shelf.
9	Place BA and CHO plates in the CO ₂ incubator on "New Wound Culture" shelf.
10	Place BRU in anaerobic jar or tray with anaerobic pouch and indicator as soon as practical after inoculation. Label jar or tray with date of 48 hour read. Anaerobes should not be exposed to air for 42-48 hours after inoculation. Refer to MIC10000-Microbiology Specimen Handling.
11	<p>Gram stain slide. Refer to MIC20100-Gram Stain.</p> <p>NOTE: Deep eye stains should be read within 1 hour of processing during regular Microbiology hours</p>

Disclaimer Message: This is a **CONTROLLED** document for internal use only. Any documents appearing in paper form are not controlled and should be checked against the electronic file version prior to use.

8. PROCEDURE INSTRUCTIONS: GENITAL CULTURE

a. Lower Genital Tract

Step	Action
1	<ul style="list-style-type: none">• Vaginal vault• Vagina or vaginal orifice• Vulva• Labia• Penis
2	Specimen should be stored at room temperature.
3	<u>Criteria for rejection:</u> <ol style="list-style-type: none">1. Unlabeled/mislabelled specimen2. Specimen container label does not match patient identification on requisition3. Do not accept vaginal swabs from women > 13 years of age for genital culture unless significant clinical information is provided. Refer to MIC10231-Bacterial Vaginosis Specimen Processing Job Aid4. Do not process vaginal swabs for yeast culture unless significant clinical information is provided. Refer to MIC10110-Bacterial Vaginosis Specimen Processing Job Aid
4	<u>Label the following media/slides:</u> <ul style="list-style-type: none">• BA-C: Blood agar• CHO-C: Chocolate agar• TM-C: Thayer Martin agar• MAC-O: MacConkey agar• Label the frosted end of a glass microscope slide with the accession number, patient's last name and specimen type
5	Inoculate plates with specimen. Refer to MIC10000-Microbiology Specimen Handling.
6	Make Gram stain smear. Refer to MIC10000-Microbiology Specimen Handling.
7	Streak plates for isolation. Refer to MIC10000-Microbiology Specimen Handling.
8	Place MAC plate in the O ₂ incubator on "New Wound Culture" shelf.
9	Place BA, CHO and TM plates in the CO ₂ incubator on "New Wound Culture" shelf.
10	Gram stain slide. Refer to MIC20100-Gram Stain.

Disclaimer Message: This is a **CONTROLLED** document for internal use only. Any documents appearing in paper form are not controlled and should be checked against the electronic file version prior to use.

b. Upper Genital Tract

Step	Action
1	<ul style="list-style-type: none"> • Endometrial swabs, biopsies and curettings • Placenta swabs and tissues • Products of conception, endometrial/uterine, Cul de Sac/transvaginal, fallopian tube, tubo-ovarian swabs or aspirates
2	Specimen should be stored at room temperature.
3	<p><u>Criteria for rejection:</u></p> <ol style="list-style-type: none"> 1. Unlabeled/mislabelled specimen 2. Specimen container label does not match patient identification on requisition 3. Improperly collected, labeled, transported or handled irretrievable specimens should be processed. Waiver of responsibility form SCM40110 needs to be filled out by the responsible nurse
4	<p><u>Label the following media/slides:</u></p> <ul style="list-style-type: none"> • BA-C: Blood agar • CHO-C: Chocolate agar • TM-C: Thayer Martin agar • MAC-O: MacConkey agar • BRU-2: Brucella agar • THIO2: Thioglycollate broth • Label the frosted end of a glass microscope slide with the accession number, patient's last name and specimen type • Clean slide with alcohol swab prior to inoculation
5	Inoculate plates with specimen. Refer to MIC10000-Microbiology Specimen Handling.
6	Make Gram stain smear. Refer to MIC10000-Microbiology Specimen Handling.
7	Streak plates for isolation. Refer to MIC10000-Microbiology Specimen Handling.
8	Place MAC plate in the O ₂ incubator on "New Wound Culture" shelf.
9	Place BA, CHO and TM plates in the CO ₂ incubator on "New Wound Culture" shelf.
10	Place BRU in anaerobic jar or tray with anaerobic pouch and indicator as soon as practical after inoculation. Label jar or tray with date of 48 hour read. Anaerobes should not be exposed to air for 42-48 hours after inoculation. Refer to MIC10000-Microbiology Specimen Handling.
11	Label THIO with Day 2 date and Day 5 date. Place THIO broth in THIO rack in O ₂ incubator in "Day 2" row.
12	Gram stain slide. Refer to MIC20100-Gram Stain.

Disclaimer Message: This is a **CONTROLLED** document for internal use only. Any documents appearing in paper form are not controlled and should be checked against the electronic file version prior to use.

9. PROCEDURE INSTRUCTIONS: GONORRHOEAE CULTURE

Step	Action
1	<ul style="list-style-type: none"> • Urethra (male specimens only) • Cervix • Throat • Eye • Rectum
2	Specimen can be stored at room temperature or refrigerated.
3	<p><u>Criteria for rejection:</u></p> <ol style="list-style-type: none"> 1. Unlabeled/mislabelled specimen 2. Specimen container label does not match patient identification on requisition
4	<p><u>Label the following media/slides:</u></p> <ul style="list-style-type: none"> • CHO-C: Chocolate agar • TM-C: Thayer Martin agar • If the source is urethra, label the frosted end of a glass microscope slide with the accession number, patient's last name and specimen type <p>NOTE: Slides are only made on urethra specimens, not cervix, eye or throat</p> <p>NOTE: If gonorrhoeae culture is ordered on throat or eye specimens, full culture along with gonorrhoeae culture will be performed. In order entry, when ordering CXGON, if throat or eye is selected as the source, the throat culture or eye culture is automatically ordered</p>
5	Inoculate plates with specimen. Refer to MIC10000-Microbiology Specimen Handling.
6	If applicable, make Gram stain smear. Refer to MIC10000-Microbiology Specimen Handling.
7	Streak plates for isolation. Refer to MIC10000-Microbiology Specimen Handling.
8	Place CHO and TM plates in the CO ₂ incubator on "New Wound Culture" shelf.
9	If applicable, gram stain slide. Refer to MIC20100-Gram Stain.

Disclaimer Message: This is a **CONTROLLED** document for internal use only. Any documents appearing in paper form are not controlled and should be checked against the electronic file version prior to use.

10. PROCEDURE INSTRUCTIONS: GBS SCREEN

Step	Action
1	<ul style="list-style-type: none">• Vaginal-Rectal• Specimen for GBS screening in pregnancy should be collected at 35 to 37 weeks gestation
2	Specimen should be stored at room temperature.
3	<u>Criteria for rejection:</u> <ol style="list-style-type: none">1. Unlabeled/mislabelled specimen2. Specimen container label does not match patient identification on requisition
4	<u>Label the following media/slides:</u> <ul style="list-style-type: none">• LIM-C: LIM broth• GBS-O: StrepB <i>Select</i> agar<ul style="list-style-type: none">➢ Attach the GBS-O label to the clip on the front of the BSC
5	Break the swab off into the LIM broth. Recap loosely.
6	<u>Incubate the media as follows:</u> <ul style="list-style-type: none">• LIM Broth: CO₂ incubator• This is done by the technologist performing daily shutdown duties
7	<u>After 18-24hr incubation:</u> <ul style="list-style-type: none">• Remove the required number of StrepB <i>Select</i> agar plates from the refrigerator and bring to room temperature• Label the GBS-O plates with the labels clipped to the BSC• Remove LIM broth from incubator and subculture to the GBS-O plates:<ul style="list-style-type: none">➢ Saturate a sterile swab in the broth and rotate against the wall of the tube above the liquid to remove excess inoculum and swab the first quadrant of the agar➢ Streak for isolated growth using a disposable inoculation needle➢ Streak out to cover the whole plate
8	Place GBS plate in the O ₂ incubator on "New Urine Culture" shelf.

Disclaimer Message: This is a **CONTROLLED** document for internal use only. Any documents appearing in paper form are not controlled and should be checked against the electronic file version prior to use.

11. PROCEDURE INSTRUCTIONS: IUD CULTURE

Step	Action
1	Specimen should be refrigerated.
2	<u>Criteria for rejection:</u> 1. Unlabeled/mislabeled specimen. 2. Specimen container label does not match patient identification on requisition.
3	<u>Label the following media/slides:</u> <ul style="list-style-type: none">• THIO2: Thioglycollate broth• BRU-2: Brucella agar
4	Add a full tube of thioglycollate broth (not the labelled tube) to the specimen container containing the IUD and vortex for 30 seconds.
5	Using a sterile pipette, transfer the THIO broth into a red top vacutainer tube and centrifuge at 3500 rpm for 10 minutes.
6	After centrifugation is complete, using a STERILE pipette, dispense the fluid sediment as follows (discard supernatant in red top tube): <ul style="list-style-type: none">• 1 drop on BRU• 2-5 drops in labelled Thioglycollate broth
7	Streak plates for isolation. Refer to MIC10000-Microbiology Specimen Handling.
8	Label THIO with Day 2 date, Day 5 date and Day 10 date. Place THIO broth in THIO rack in O ₂ incubator in "Day 2" row.
9	Place BRU in anaerobic jar or tray with anaerobic pouch and indicator as soon as practical after inoculation. Label jar or tray with date of 48 hour read. Anaerobes should not be exposed to air for 42-48 hours after inoculation. Refer to MIC10000-Microbiology Specimen Handling.
10	Gram stain is not performed. No slide is required.

Disclaimer Message: This is a **CONTROLLED** document for internal use only. Any documents appearing in paper form are not controlled and should be checked against the electronic file version prior to use.

12. PROCEDURE INSTRUCTIONS: MRSA SCREEN

Step	Action
NOTE: Due to incubation requirements, MRSA plates are set up until 15:00	
1	<ul style="list-style-type: none"> Bilateral nasal swab Bilateral groin swab Swab specimen from various sources
2	Specimen should be stored at room temperature.
3	<u>Criteria for rejection:</u> <ol style="list-style-type: none"> Unlabeled/mislabelled specimen Specimen container label does not match patient identification on requisition Duplicate specimens obtained with same collection method from same collection location within 24 hours
4	<u>Label the following media/slides:</u> <ul style="list-style-type: none"> MRS-O: MRSASelect II agar
5	Inoculate plate with specimen. Refer to MIC10000-Microbiology Specimen Handling.
6	Streak plate for isolation. Refer to MIC10000-Microbiology Specimen Handling.
7	Label the MRS plate with: R: (Date + 1 date) and time incubated.
8	Place MRS plate in the O ₂ incubator in MRSA tray.

13. PROCEDURE INSTRUCTIONS: MRO SCREEN

Step	Action
NOTE: Due to incubation requirements, MRO plates are set up until 15:00	
1	<ul style="list-style-type: none"> Swab specimen from various sources
2	Specimen should be stored at room temperature.
3	Criteria for rejection: <ol style="list-style-type: none"> Unlabeled/mislabelled specimen Specimen container label does not match patient identification on requisition Duplicate specimens obtained with same collection method from same collection location within 24 hours
4	<u>Label the following media/slides:</u> <ul style="list-style-type: none"> MRS-O: MRSASelect II agar VRE-O: VRESelect agar
5	Inoculate plates with specimen. Refer to MIC10000-Microbiology Specimen Handling.
6	Streak plates for isolation. Refer to MIC10000-Microbiology Specimen Handling.
7	Label the MRS plate with: R: (Date + 1 date) and time incubated. Label the VRE plate with: R: (Date + 1 date and + 2 date) and time incubated.
8	Place MRS and VRE in the O ₂ incubator in MRO tray.

Disclaimer Message: This is a **CONTROLLED** document for internal use only. Any documents appearing in paper form are not controlled and should be checked against the electronic file version prior to use.

14. PROCEDURE INSTRUCTIONS: NASAL CULTURE

Step	Action
1	<ul style="list-style-type: none">Nose
2	Specimen should be stored at room temperature.
3	<u>Criteria for rejection:</u> 1. Unlabeled/mislabelled specimen 2. Specimen container label does not match patient identification on requisition
4	<u>Label the following media/slides:</u> <ul style="list-style-type: none">BA-C: Blood agar
5	Inoculate plate with specimen. Refer to MIC10000-Microbiology Specimen Handling.
6	Streak plate for isolation. Refer to MIC10000-Microbiology Specimen Handling.
7	Place BA plate in the CO ₂ incubator on "New Wound Culture" shelf.
8	Gram stain is not performed. No slide is required.

15. PROCEDURE INSTRUCTIONS: ORAL CULTURE

Step	Action
1	<ul style="list-style-type: none">MouthTongue
2	Specimen should be stored at room temperature.
3	<u>Criteria for rejection:</u> 1. Unlabeled/mislabelled specimen 2. Specimen container label does not match patient identification on requisition
4	<u>Label the following media/slides:</u> <ul style="list-style-type: none">SAB-R: Sabouraud dextrose agar
5	Inoculate plate with specimen. Refer to MIC10000-Microbiology Specimen Handling.
6	Streak plate for isolation. Refer to MIC10000-Microbiology Specimen Handling.
7	Label SAB plate with R: (Date + 2 date).
8	Place SAB plate on urine bench and "incubate" at room temperature.
9	Gram stain is not performed. No slide is required.

Disclaimer Message: This is a **CONTROLLED** document for internal use only. Any documents appearing in paper form are not controlled and should be checked against the electronic file version prior to use.

16. PROCEDURE INSTRUCTIONS: RESPIRATORY CULTURE

Step	Action
1	<ul style="list-style-type: none"> • Sputum • Endotracheal aspirate • Auger suction • Bronchial aspirates (washings) • Bronchoalveolar lavage (BAL)
2	Specimen should be refrigerated.
3	<p><u>Criteria for rejection:</u></p> <ol style="list-style-type: none"> 1. Unlabeled/mislabelled specimen 2. Specimen container label does not match patient identification on requisition 3. Swabs of sputa 4. Duplicate specimens obtained with the same collection method within 24 hours 5. Leaking specimens 7. Improperly collected, labeled, transported or handled bronchial aspirate (wash specimens), BAL specimens, lung aspirates and lung biopsy specimens should be processed. Waiver of responsibility form SCM40110 needs to be filled out by the responsible nurse
4	<p><u>Label the following media/slides:</u></p> <ul style="list-style-type: none"> • BA-C: Blood agar • CHO-C: Chocolate agar • MAC-O: MacConkey agar • Label the frosted end of a glass microscope slide with accession number, patient's last name and specimen type
5	Inoculate plates with specimen. Refer to MIC10000-Microbiology Specimen Handling.
6	Make Gram stain smear. Refer to MIC10000-Microbiology Specimen Handling.
7	Streak plates for isolation. Refer to MIC10000-Microbiology Specimen Handling.
8	Place MAC plate in the O ₂ incubator on "New Wound Culture" shelf.
9	Place BA and CHO plates in the CO ₂ incubator on "New Wound Culture" shelf.
10	Gram stain slide. Refer to MIC20100-Gram Stain.

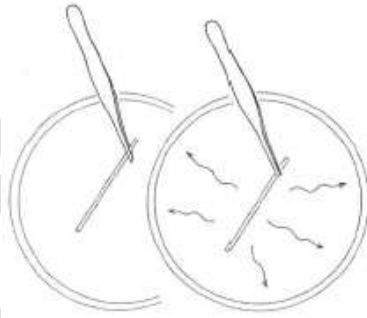
Disclaimer Message: This is a **CONTROLLED** document for internal use only. Any documents appearing in paper form are not controlled and should be checked against the electronic file version prior to use.

17. PROCEDURE INSTRUCTIONS: THROAT CULTURE

Step	Action
1	• Throat swab
2	Specimen should be stored at room temperature.
3	<u>Criteria for rejection:</u> 1. Unlabeled/mislabelled specimen 2. Specimen container label does not match patient identification on requisition 3. Duplicate specimens obtained with same collection method within 24 hours
4	<u>Label the following media/slides:</u> • BA-2: Blood agar
5	Inoculate plate with specimen. Refer to MIC10000-Microbiology Specimen Handling.
6	Streak plate for isolation. Refer to MIC10000-Microbiology Specimen Handling.
7	Place BA plate in "For throat jar" rack in the CO ₂ incubator.
8	Gram stain is not performed. No slide is required.

Disclaimer Message: This is a **CONTROLLED** document for internal use only. Any documents appearing in paper form are not controlled and should be checked against the electronic file version prior to use.

18. PROCEDURE INSTRUCTIONS: TIP CULTURE

Step	Action
1	<ul style="list-style-type: none"> Intravascular catheters including: central, CVC, Hickman, Broviac, peripheral, arterial, jugular, femoral, subclavian, umbilical, hyperalimentation, hemodialysis, port-a-cath and swan-Ganz
2	Specimen should be refrigerated.
3	<p>Criteria for rejection:</p> <ol style="list-style-type: none"> 1. Unlabeled/mislabelled specimen 2. Specimen container label does not match patient identification on requisition 3. Foley catheter tips are not acceptable for culture-request a urine specimen 4. Chest tube tips 5. Abdominal drain tips 6. Catheter tips should not be placed in saline or transport medium
4	<p>Label the following media/slides:</p> <ul style="list-style-type: none"> • BA-C: Blood agar • MAC-O: MacConkey agar
5	<p>Using a sterile needle or loop, roll the segment back and forth 4 times across the surface of the Blood agar plate followed by the MacConkey plate.</p> <p>NOTE: If the tip is too long, cut the proximal end with sterilized scissors prior to rolling onto plates</p> 
6	Place MAC plate in the O ₂ incubator on "New Wound Culture" shelf.
7	Place BA plate in the CO ₂ incubator on "New Wound Culture" shelf.
8	Gram stain is not performed. No slide is required.

Disclaimer Message: This is a **CONTROLLED** document for internal use only. Any documents appearing in paper form are not controlled and should be checked against the electronic file version prior to use.

19. PROCEDURE INSTRUCTIONS: URINE CULTURE

Step	Action
NOTE: Due to incubation requirements, urine plates are set up until 15:00	
1	<ul style="list-style-type: none">• Fresh urine collected in sterile container• Fresh urine collected in urine transport tube
2	<ul style="list-style-type: none">• Urine in sterile container should be refrigerated• Urine in urine transport tube can be kept at room temperature or refrigerated
3	<u>Criteria for rejection:</u> <ol style="list-style-type: none">1. Unlabeled/mislabelled specimen2. Specimen container label does not match patient identification on requisition3. Duplicate specimens obtained with the same collection method within 24 hours4. Refrigerated fresh urine specimens received >24 hours after collection5. 24-hour urine collections6. Foley catheter tips7. Specimens in leaking container
4	<u>Label the following media/slides:</u> <ul style="list-style-type: none">• UR1-O: UriSelect 4 agar for non-sterile urine specimens• UR2-O: UriSelect 4 agar for sterile urine specimens NOTE: Highlight urine type on plate if UR2-O
5	Inoculate plate with specimen. Refer to MIC10000-Microbiology Specimen Handling.
6	Streak plate for isolation. Refer to MIC10000-Microbiology Specimen Handling.
7	Place URI plate in the O ₂ incubator on "New Urine Culture" shelf. NOTE: Place plates in the incubator as soon as practical after inoculation

Disclaimer Message: This is a **CONTROLLED** document for internal use only. Any documents appearing in paper form are not controlled and should be checked against the electronic file version prior to use.

20. PROCEDURE INSTRUCTIONS: VRE SCREEN

Step	Action
NOTE: Due to incubation requirements, VRE plates are set up until 15:00	
1	<ul style="list-style-type: none">Swab specimenStool specimens
2	Specimen should be stored at room temperature.
3	<u>Criteria for rejection:</u> <ol style="list-style-type: none">Unlabeled/mislabelled specimenSpecimen container label does not match patient identification on requisitionDuplicate specimens obtained with same collection method from same collection location within 24 hoursNasal and axilla swabs should not be processed for VREFor swabs not visibly soiled with fecal matter, add specimen quality comment VRE to state: "No fecal matter visible on swab"
4	<u>Label the following media/slides:</u> <ul style="list-style-type: none">VRE-O: VRESelect agar
5	Inoculate plates with specimen. Refer to MIC10000-Microbiology Specimen Handling.
6	Streak plates for isolation. Refer to MIC10000-Microbiology Specimen Handling.
7	Label the VRE plate with: R: (Date + 1 date + 2 date) and time incubated.
8	Place VRE plate in the O ₂ incubator in VRE tray.

Disclaimer Message: This is a **CONTROLLED** document for internal use only. Any documents appearing in paper form are not controlled and should be checked against the electronic file version prior to use.

21. PROCEDURE INSTRUCTIONS: WET PREP SCREEN

Step	Action
1	<ul style="list-style-type: none">• Vaginal swab• Cervix• Endocervix• Urethra (male and female)
2	Specimen should be stored at room temperature.
3	<u>Criteria for rejection:</u> <ol style="list-style-type: none">1. Specimen is >72 hours old. Refer to MIC10110-Bacterial Vaginosis Specimen Processing Job Aid2. Unlabeled/mislabelled specimen3. Specimen container label does not match patient identification on requisition4. Duplicate specimens obtained with same collection method within 24 hours
4	<u>Label the following media/slides:</u> <ul style="list-style-type: none">• WPGS: Glass test tube
5	Place labeled glass test tube into a rack and add approximately 0.5 mL of saline.
6	Place the culture swab into the saline and mix. Place the swab transport tube in the slot behind the glass test tube.
7	Incubate in the O ₂ incubator for at least 15 minutes.
8	Let the microbiology technologists know that wet preps have gone into the incubator.

Disclaimer Message: This is a **CONTROLLED** document for internal use only. Any documents appearing in paper form are not controlled and should be checked against the electronic file version prior to use.

22. PROCEDURE INSTRUCTIONS: WOUND CULTURE

a. Superficial Wound

Step	Action
1	<ol style="list-style-type: none">1. Superficial wound specimens:<ul style="list-style-type: none">➤ Abrasion, cut, laceration, ulcer, skin diseases (impetigo, folliculitis, cellulitis), first degree burn, superficial surgical incision, etc.2. Superficial specimens:<ul style="list-style-type: none">➤ Boils, cyst, etc.3. Drain specimens:<ul style="list-style-type: none">➤ J-tubes, G-tubes, chest tube, abdominal, etc.
2	Specimen should be stored at room temperature.
3	<u>Criteria for rejection:</u> <ol style="list-style-type: none">1. Unlabeled/mislabelled specimen2. Specimen container label does not match patient identification on requisition3. Specimens for culture submitted in container with formalin.4. Submission of specimens to determine <i>if</i> an infection is present should be discouraged
4	<u>Label the following media/slides:</u> <ul style="list-style-type: none">• BA-C: Blood agar• MAC-O: MacConkey agar• Label the frosted end of a glass microscope slide with accession number, patient's last name and specimen type
5	Inoculate plates with specimen. Refer to MIC10000-Microbiology Specimen Handling.
6	Make Gram stain smear. Refer to MIC10000-Microbiology Specimen Handling.
7	Streak plates for isolation. Refer to MIC10000-Microbiology Specimen Handling.
8	Place BA plate in the CO ₂ incubator on "New Wound Culture" shelf.
9	Place MAC plate in the O ₂ incubator on "New Wound Culture" shelf.
10	Gram stain slide. Refer to MIC20100-Gram Stain.

Disclaimer Message: This is a **CONTROLLED** document for internal use only. Any documents appearing in paper form are not controlled and should be checked against the electronic file version prior to use.

b. Deep Wound

Step	Action
1	<ul style="list-style-type: none"> Swab Aspirate/drainage/pus received in sterile container
2	Specimen should be stored at room temperature.
3	<p><u>Criteria for rejection:</u></p> <ol style="list-style-type: none"> Unlabeled/mislabelled specimen Specimen container label does not match patient identification on requisition Specimens for culture submitted in container with formalin
4	<p><u>Label the following media/slides:</u></p> <ul style="list-style-type: none"> BA-C: Blood agar CHO-C: Chocolate agar MAC-O: MacConkey agar BRU-2: Brucella agar KV-2: Anaerobic KV agar Label the frosted end of a glass microscope slide with the accession number, patient's last name and specimen type
5	Inoculate plates with specimen. Refer to MIC10000-Microbiology Specimen Handling.
6	Make Gram stain smear. Refer to MIC10000-Microbiology Specimen Handling.
7	Streak plates for isolation. Refer to MIC10000-Microbiology Specimen Handling.
8	Place MAC plate in the O ₂ incubator on "New Wound Culture" shelf.
9	Place BA and CHO plates in the CO ₂ incubator on "New Wound Culture" shelf.
10	Place BRU and KV in anaerobic jar or tray with anaerobic pouch and indicator as soon as practical after inoculation. Label jar or tray with date of 48 hour read. Anaerobes should not be exposed to air for 42-48 hours after inoculation. Refer to MIC10000-Microbiology Specimen Handling.
11	Gram stain slide. Refer to MIC20100-Gram Stain.

Disclaimer Message: This is a **CONTROLLED** document for internal use only. Any documents appearing in paper form are not controlled and should be checked against the electronic file version prior to use.

23. PROCEDURE INSTRUCTIONS: YEAST CULTURE

Step	Action
1	<ul style="list-style-type: none">• Anal• Cervix• Penis• Vagina <p>NOTE: Refer to MIC10110-Bacterial Vaginosis Specimen Processing Job Aid for yeast culture ordered on vaginal swabs</p>
2	Specimen should be stored at room temperature.
3	<u>Criteria for rejection:</u> <ol style="list-style-type: none">1. Unlabeled/mislabelled specimen2. Specimen container label does not match patient identification on requisition
4	<u>Label the following media/slides:</u> <ul style="list-style-type: none">• SAB-R: Sabouraud dextrose agar
5	Inoculate plate with specimen. Refer to MIC10000-Microbiology Specimen Handling.
6	Streak plate for isolation. Refer to MIC10000-Microbiology Specimen Handling.
7	Label SAB plate with R: (Date + 2 date).
8	Place SAB plate on urine bench and "incubate" at room temperature.
9	Gram stain is not performed. No slide is required.

CROSS-REFERENCES:

- MIC10000-Microbiology Specimen Handling
- MIC10110-Bacterial Vaginosis Specimen Processing Job Aid
- MIC20100-Gram Stain
- MIC60010-Microbiology Quality Control procedure
- MIC60040-Culture Media Quality Control procedure
- MIC71000-BACTEC FX Instrument
- SCM40100-Specimen Acceptance and Rejection Policy
- SCM40110-Waiver of Responsibility Form

REFERENCES:

1. Leber, A. (2016). *Clinical microbiology procedures handbook*. (4thed.) Washington, D.C.: ASM Press
2. Jorgensen J.H., Pfaller M.A., Carroll K.C., Funke G., Landry M.L., Richter S.S., Warnock D.W. (2015). *Manual of Clinical Microbiology*, 11th edition. Washington, D.C: ASM Press

APPROVAL:

Date

REVISION HISTORY:

REVISION	DATE	Description of Change	REQUESTED BY
1.0	11 Aug 2013	Initial Release	A. Darrach
2.0	12 Feb 2019	Update to reflect 2 VRE and MRO samples per plate	L. Steven
3.0	10 Jun 2019	Update to reflect new urine chromogenic agar	L. Steven
4.0	27 Feb 2020	Procedure reviewed	L. Steven
5.0	30 Jan 2022	Procedure reviewed and added to NTHSSA policy template	L. Steven

DRAFT

Disclaimer Message: This is a **CONTROLLED** document for internal use only. Any documents appearing in paper form are not controlled and should be checked against the electronic file version prior to use.