

PROGRAM Standard Operating Procedure – Laboratory Services	
Title: MIC36500 – Referral of Cat B Specimens to NML	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:

Select organism are referred to the National Microbiology Laboratory (NML) as part of the International Circumpolar Surveillance system (ICS). ICS is a network of hospital, public health agencies, and reference laboratories throughout the Arctic linked together to collect, compare, and share uniform laboratory and epidemiologic data on infectious diseases and assist in the formulation of prevention and control strategies. TDG regulations need to be followed including paperwork and packaging.

PURPOSE/RATIONALE:

To ensure microbiology Category B specimens are sent as part of the ICS to the National Microbiology Laboratory appropriately.

SCOPE/APPLICABILITY:

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

SAMPLE INFORMATION:

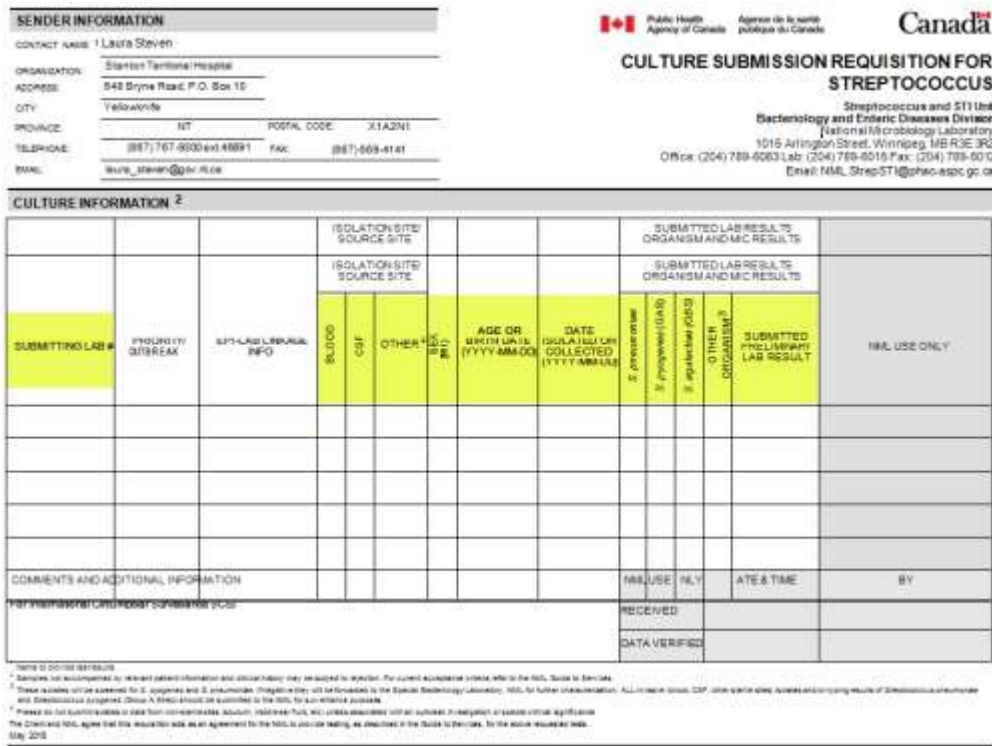
The following organisms need to be sent to NML as part of the International Circumpolar Surveillance (ICS) program:

- *Streptococcus pneumoniae* from invasive sites
- *Streptococcus pyogenes* (GAS) from invasive sites
- *Streptococcus agalactiae* (GBS) from invasive sites
- *Haemophilus influenzae* from invasive sites
- *Neisseria meningitidis* from invasive sites

SUPPLIES:

- Copan Transystem Culture swab transport system (with or without charcoal)
- Appropriate NML requisition
- Category B box
- Category B package supplies
- NML RG2 Biosafety fax coversheet
- FedEx Intra-Canada Air Waybill

PROCEDURE INSTRUCTIONS:

Step	Action
Complete all sections highlighted on the NML Streptococcus requisition for Streptococcus organisms:	
1	<div style="border: 1px solid black; padding: 5px;">  <p>The screenshot shows the 'CULTURE SUBMISSION REQUISITION FOR STREPTOCOCCUS' form. The 'SENDER INFORMATION' section is pre-filled with contact details for Stanton. The 'CULTURE INFORMATION' table has columns for 'SUBMITTING LAB #', 'PHYSICIAN', 'PATIENT INFO', 'ISOLATION SITE', 'AGE OR BIRTH DATE', 'DATE COLLECTED', 'SUBMITTED LAB RESULTS', and 'NML USE ONLY'. The 'ISOLATION SITE' and 'SUBMITTED LAB RESULTS' columns are highlighted in yellow. The 'COMMENTS AND ADDITIONAL INFORMATION' section is also highlighted. Below the form, there are two 'Please CC:' instructions with corresponding contact information for the Chief Medical Officer of Health in Northwest Territories and Nunavut.</p> </div>
	<ol style="list-style-type: none"> 1. Stanton location information is pre-typed on the requisition 2. Do not use a LIS label for the patient information. Only the accession number, sex of the patient and age of the patient is required 3. Place a "Please CC" sticker on requisition: <ul style="list-style-type: none"> ➤ Select the correct sticker depending on the patient's originating location
	<p>Please CC: Chief Medical Officer of Health Dept of Health & Social Services Government of Northwest Territories PH: (867) 767-9066 FAX: (867) 873-0442</p> <p>Please CC: "Chief Medical Officer of Health" Dept of Health & Social Services Government of Nunavut PH: (867) 975-5743 FAX: (867) 979-3190</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.

Step	Action
Complete all sections highlighted on the NML Requisition for Vaccine Preventable Bacterial Diseases for <i>Haemophilus influenzae</i> and <i>Neisseria meningitidis</i> organisms:	
2	<div style="border: 1px solid black; padding: 10px;"> </div> <ol style="list-style-type: none"> 1. Stanton location information is pre-typed on the requisition 2. Do not use a LIS label for the patient information. Only the accession number, sex of the patient and age of the patient is required 3. Place a "Please CC" sticker on requisition: <ul style="list-style-type: none"> ➤ Select the correct sticker depending on the patient's originating location, NWT or Nunavut <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <div style="background-color: yellow; padding: 5px; border: 1px solid black;"> <p>Please CC: Chief Medical Officer of Health Dept of Health & Social Services Government of Northwest Territories PH: (867) 767-9066 FAX: (867) 873-0442</p> </div> <div style="background-color: yellow; padding: 5px; border: 1px solid black;"> <p>Please CC: "Chief Medical Officer of Health" Dept of Health & Social Services Government of Nunavut PH: (867) 975-5743 FAX: (867) 979-3190</p> </div> </div>

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Step	Action
Complete highlighted areas on the NML RG2 coversheet:	
3	<p>To: National Microbiology Laboratory From: STH Microbiology Laboratory</p> <p>Fax: 1 (204) 789 5012 Pages: [Redacted]</p> <p>Phone: [Redacted] Date: [Redacted]</p> <p>Re: Transfer of Human Pathogens (L-RZ-09731-22-BK-00) CC: sth_biosafety@gov.nt.ca</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 X 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
Complete highlighted areas on the FedEx Intra-Canada Waybill:	
4	<p>From: Stanton Territorial Hospital (548 Byrne Rd, Yellowknife, NT) To: National Microbiology Laboratory (1015 Arlington St, Winnipeg, MB)</p> <p>DATE: x46691 Phone: 867 767-9300</p> <p>Special Handling: 6327-8170-3</p> <p>Signature: [Redacted]</p>

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Step	Action
Order a referred test in result entry screen:	
5	<ol style="list-style-type: none">1. Select Add Test2. Choose appropriate reference code: ?REFN- NML3. Select Ok4. Add a period (.) in the results line5. Final report the test line

Step	Action
Complete Category B send-out process:	
6	<ol style="list-style-type: none">1. Submit organism on a C&S swab labelled with the specimen accession number, name of organism being sent and date of birth of the patient<ul style="list-style-type: none">➤ NML does not use patient names or HCN. Please ensure a LIS label is not used on the swab2. Photocopy all papers and staple together. Hole punch photocopy stack and place in the NML Pending Referrals binder.3. Place a requisition label on the NML requisition and scan into SoftMedia4. Pack specimen up according to TDG Category B regulations,<ul style="list-style-type: none">➤ send original paperwork with specimen5. Email completed coversheet to email locations listed6. Place Category B box on the countertop in the core lab specimen receiving area with FedEx waybill on the top of the box

REFERENCES:

1. Public Health Agency of Canada. *Culture Submission Requisition For Streptococcus*. May 2015
2. Public Health Agency of Canada. *Requisition For Vaccine Preventable Bacterial Diseases Reference Testing*. August 2016

APPROVAL:

Date

REVISION HISTORY:

REVISION	DATE	Description of Change	REQUESTED BY
1.0	28 Apr 17	Initial Release	L. Steven
2.0	25 Feb 19	Procedure reviewed	L. Steven
3.0	30 Apr 21	Procedure reviewed and added to NTHSSA policy template	L. Steven