



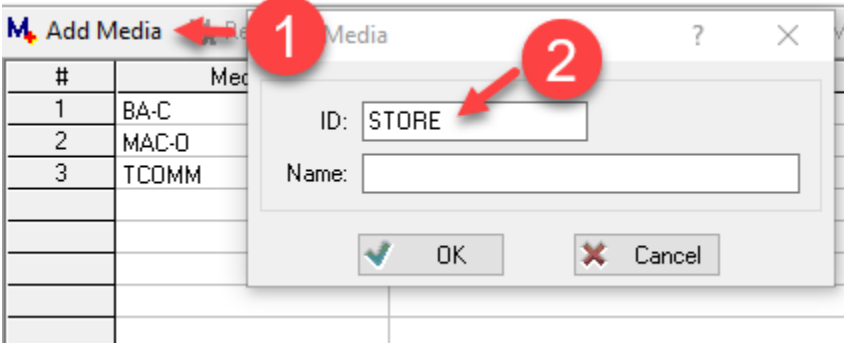
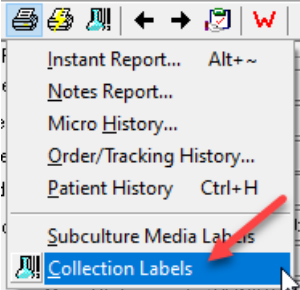
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**Document Name:**  
Storage of Microbiology Isolates Job Aid

**Document Number:**  
MIC36700

**Distribution:**  
Microbiology Culture Manual

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Step	Action
1	<p>The following organisms need to be stored for one year in the -70° freezer:</p> <ul style="list-style-type: none"> <li>• Presumptive or confirmed VRE</li> <li>• Presumptive or confirmed <i>N.gonorrhoeae</i></li> <li>• Any organism from a positive blood culture, both pathogens and contaminants</li> <li>• Any organism from a positive sterile fluid, both pathogens and contaminants</li> <li>• Any organism from a positive CSF, both pathogens and contaminants</li> <li>• Any organism from a blood product, both pathogens and contaminants</li> <li>• Any organism being sent to referral laboratory for further testing</li> <li>• Any organism on the OCPHO reportable list</li> <li>• Any organism that may have further workup requested by physician</li> </ul>
2	<p>In results entry, add the media "Store":</p> 
3	<p>The media STORE will be added to the Media ID column. From the STORE keypad, select Key 1 to result the media as -70.</p>
4	<p>Remove a glycerol tube for each specimen being frozen from the microbiology media fridge and allow to come to room temperature.</p>
5	<p>Print patient collection labels. You should have 2 patient labels:</p> 
6	<p>Any organism that is stored must be logged on a Storage Log Sheet for Patient Derived Isolates sheet. This log is stored in the Microbiology Stored Isolates Log binder stored above the wound bench. Storage log sheets can be printed from the shared drive: <b>LAB -&gt; Biosafety -&gt; Organism Inventory -&gt; Storage Log Sheet for Patient Derived Isolates</b></p>

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

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<b>7</b>	<p>On the log record:</p> <ol style="list-style-type: none"> <li>1. The number the organism is for the current year</li> <li>2. Place a LIS requisition label in the label column</li> <li>3. The source of the organism</li> <li>4. The name of the organism</li> <li>5. The date you are storing the organism and your initials</li> </ol>																				
	<div style="display: flex; align-items: center;"> <div style="flex-grow: 1;"> <p><b>Storage Log Sheet for Patient Derived Isolates</b> <span style="float: right;">Year: _____</span></p> <p style="text-align: right;">Page _____</p> </div> </div> <p style="text-align: center; font-size: small;">Any organisms that will be stored at STHA for longer than <b>30 days</b> MUST be documented on this log sheet.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #cccccc;"> <th style="width: 12.5%;">Number</th> <th style="width: 25%;">Label</th> <th style="width: 12.5%;">Source</th> <th style="width: 12.5%;">Organism</th> <th style="width: 12.5%;">Date Stored/ Initials</th> <th style="width: 12.5%;">Date Removed/ Initials</th> <th style="width: 12.5%;">Disposition/ Initials</th> </tr> </thead> <tbody> <tr style="text-align: center;"> <td><b>1</b></td> <td><b>2</b></td> <td><b>3</b></td> <td><b>4</b></td> <td><b>5</b></td> <td></td> <td></td> </tr> </tbody> </table>							Number	Label	Source	Organism	Date Stored/ Initials	Date Removed/ Initials	Disposition/ Initials	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>		
	Number	Label	Source	Organism	Date Stored/ Initials	Date Removed/ Initials	Disposition/ Initials														
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>																	
<b>8</b>	If you are starting a new Storage Log sheet, make sure to add the Year and Page number at the top of the document.																				
<b>9</b>	Add the second LIS label to the glycerol tube. Write the name of the organism on the vial.																				
<b>10</b>	Add approximately 3 to 5 isolated colonies to the glycerol tube with a sterile loop or needle. Mix the loop or needle in the broth to ensure organism has been added. <b>NOTE:</b> Ensure isolated colonies are used																				
<b>11</b>	Place the glycerol tube in the -70 freezer in the current months rack. If placing multiple tubes in the freezer at once, ensure they are placed in the rack in the same order they are written in the log.																				
<b>12</b>	If organisms are removed from the inventory, the date they were removed and the initials of the person removing them must be recorded in the log.																				
<b>13</b>	Organisms are removed for disposal after they have been stored for 1 year. This activity is recorded in the log.																				
<b>14</b>	The status of the inventory is verified quarterly by the BioSafety Officer and reported to senior management.																				