Issuing Authority: Director of Health Services

Next Review Date:

Type: Laboratory Services Program SOP Policy Number:

Date Approved:

PROGRAM Standard Operating Procedure - Laboratory Services

Title: MIC36300 - Policy Number:

Program Of Cat B Specimens to APL

Program Name: Laboratory Services

Applicable Domain: Lab, DI and Pharmacy Services

Additional Domain(s):

Effective Date: Next Review Date:

Issuing Authority: Date Approved:

Director of Health Services

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) 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 susceptibility testing not offered by DL
- Any organism that requires serological typing

SUPPLIES:

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

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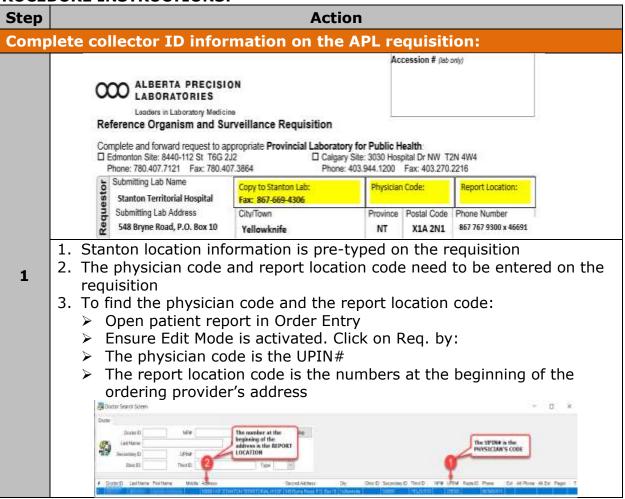
Issuing Authority: Director of Health Services

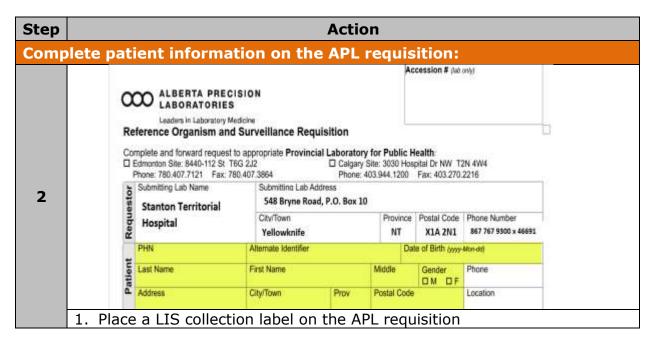
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PROCEDURE INSTRUCTIONS:





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Step	Action												
Complete collection information on the APL requisition:													
	1.0	Con	ALBERTA PRECIS LABORATORIES Leaders in Laboratory Med ference Organism and 5 implete and forward request to idmonton Site: 8440-112 St. T86	dicine Survi	eillance Rec	cial Lat	oratory Calgary !	Site: 3030 F	c He	ital Dr NW T2	2N 4W4	ū	
	9		Phone: 780.407.7121 Fax: 780 Submitting Lab Name Stanton Territorial Hospital		107.3864 Phone: 403.944.120								
3	Patient R		PHN		emate Identifier					of Birth (1999)	Mon-dd)	1	
		atient	Last Name	Fire	st Name			Middle		Gender	Phone		
		ď	Address	City	y/Town	P	rov	Postal C	ode	7	Location		
		Collection Date (1999-Mon-et)			Time (24 hg Location		n	Collector		ID			
		Date	e Submitted (yyyy-Mon-dd)	Specimen Source		urce	0 .			Submitting Lab Specimen Number			
		Clin	rical Diagnosis	Travel History									
	 Add the Stanton accession number in submitting lab specir Complete remaining collection information 							lab specim	en nu	mber			

Step	Action							
Complete organism information on the APL requisition:								
	Non-enteric Organism	Enteric Organism	Submitting Laboratory Information					
	☐ Identification for unknown organism ☐ Antibiotic Susceptibility specify antibiotics	☐ Identification ☐ Surveillance ☐ Susceptibility M RFOTH	Suspected ID					
4	☐ CPO confirmation Organism ☐ Anaerobe M RFANA	☐ Campylobacter M RFCAMPY ☐ Campylobacter FOODNET M RFSTORE (FOODNET#FD-14-1) ☐ E.coli O157 M RFEC ☐ Salmonella species M RFSALM	Gram Stain					
	Listeria M RFOTH Diptheria Toxin Testing M RFOTH Fungus/Yeast M RFFUNG Mycobacteria M RFAFB Neisseria gonorrhoeae M RFGC Nocardia M RFNOC Other Test Request (specify)	□ Salmonella Typhi M RFSALM □ Shigella M RFSHIG □ Query Shigella/E, coli M RFENT □ ShigaToxin positive E.coli M RFEC (Non-O157) □ Vibrio M RFVIBRIO	Growth Conditions O _Z CO ₂ ANA					
	□ VRE Confirmation M RFOTH	☐ Enteric Other (specify) M RFENT ☐ Aeromonas ☐ Yersinia ☐ Plesiomonas	Biochemicals Cixidase Catalase					
	MRSA Surveillance	Other						
	☐ MRSA Spa Typing	Serotyping/Serogrouping/Surveillance Neisseria meningitidis NMEN POR (Al specimen types, PLNA & PLSA) M SERONMEN (Isolates only on PLSA site ONLY) Group A Streptococcus M SEROGAS Group B Streptococcus M SEROGAS Streptococcus pneumoniae M SEROSPNE Haemophillus influenzae M SEROHAEM	VMS ID: Other Commercial ID: Ertapenem: Imipenem: Meropenem: Carbapenemase Discs:					

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Step	Action					
Order a referred test in result entry screen:						
6	 Select Add Test Choose appropriate reference code: ?REFE- APL Edmonton Select Ok Add a period (.) in the results line Final report the test line 					

Step	Action						
Complete Category B send-out process:							
7	 Print off any Vitek results for organism being referred Submit organism on a labelled agar plate sealed with parafilm or on a labelled C&S swab Photocopy all papers and staple together. Hole punch photocopy stack and place in the <i>Dyna</i>LIFE and ProvLab Pending Referrals binder Ensure the report is filed under the correct tab (ProvLab, Cat B) Place a requisiton label on the APL requisition and scan into SoftMedia Pack specimen up according to TDG Category B regulations Send original paperwork with specimen Email completed coversheet to email locations listed Place Category B box in the Category B overpack box in the core lab specimen receiving area for shipment to <i>Dyna</i>LIFE 						

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Policy Number: Date Approved: Page 4 of 5

Title: MIC36300-Referral of Category B Specimens to APL
Issuing Authority: Director of Health Services
Next Review Date:

Type: Laboratory Services Program SOP
Policy Number:
Date Approved:

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	25 Feb 19	Procedure reviewed	L. Steven
3.0	30 Apr 21	Procedure reviewed and added to NTHSSA policy template	L. Steven
4.0	21 Apr 23	Procedure reviewed	L. Steven

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