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: MIC36500 -	Policy Number:					
Referral of Cat B Specimens to NML						
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:

Select organisms 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) packaging Category B samples being referred to the National Microbiology Laboratory (NML).

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

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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

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Step		Action						
Comp	plete all sections highlighted on the NML Requisition for Vaccine							
			laemophilus influenzae and					
Neiss	eria m	eningitidis organisms:						
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	PR	EQUISITION FOR VACCINE REVENTABLE BACTERIAL SEASES REFERENCE TESTING	Syphilis Diagnostics and Vaccine Preventable Bacterial Diseases National Microbiology Laboratory 1015 Arlington Street, Winnipeg, MB R3E 3R2 Telephone: (204) 789-2130 Fax: (204) 789-2018					
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	2. Do acc req 3. Pla	not use a LIS label for the cession number, sex of the puired ce a "Please CC" sticker on						
		Select the correct sticker d location, NWT or Nunavut	epending on the patient's originating					
		Please CC: Chief Medical Officer of Health Dept of Health & Social Services Government of Northwest Territories PH: (867) 767-9066 FAX: (867) 873-0442	Please CC: "Chief Medical Officer of Health" Dept of Health & Social Services Government of Nunavut PH: (867) 975-5743 FAX: (867) 979-3190					

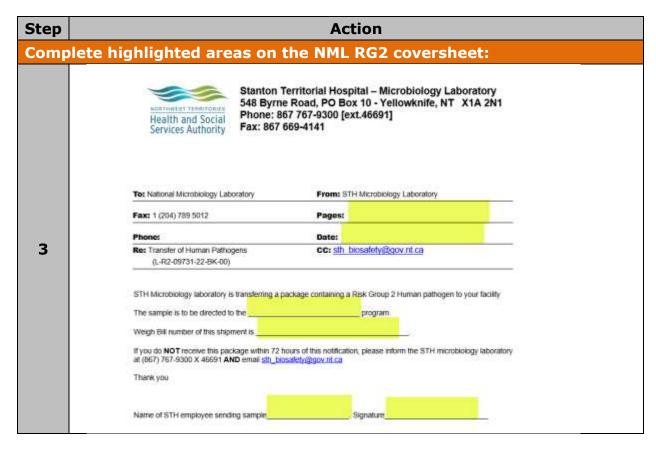
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Step	Action				
Orde	r a referred test in result entry screen:				
5	 Select Add Test Choose appropriate reference code: ?REFN- NML Select Ok Add a period (.) in the results line Final report the test line 				

Step	Action							
Comp	Complete Category B send-out process:							
6	 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 NML does not use patient names or HCN. Please ensure a LIS label is not used on the swab Photocopy all papers and staple together. Hole punch photocopy stack and place in the NML Pending Referrals binder. Place a requisiton label on the NML 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 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

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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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