What to do with CSF sample after-hours?		
1	The specimen should be collected into a clean, sterile, leak-proof centrifuge tube: • Tube 2 is for microbiology culture • Tube 4 is for viral testing if requested	
2	CSF samples should be: • Immediately transported to the laboratory • Should NOT be refrigerated	
3	• Insufficient volume for tests requested: contact the physician to prioritize requests • Leaking specimens should be processed. Add comment to order entry • Improperly collected, labeled, transported, or handled specimens should be processed. Waver of responsibility form SCM40110 needs to be filled out by the responsible nurse	
4	In the microbiology lab, open the sash on the BSC to turn the blower on. If the blower does not automatically start, press the "blower" button on the right-hand side panel. The BSC should run for at least 5 minutes prior to the inoculation of the CSF sample.	
5	• Accession the sample in SoftMic in Order Entry with test code "CXCSF" • In the Micro tab, fill in the Collected, Received and Plated rows and save • Media labels print out in the order of media inoculation: 1:BA-C=**Blood** 2:CHO-C=**Chocolate** 3:MAC-0=**MacConkey** 4:SUP=**Red Top Supernatant Tube**	
6	> 1 mL received	• Centrifuge tube #2 at 3500 rpm for 10 minutes (program 2) • Transfer the supernatant to the SUP tube with a sterile pipette • Mix remaining supernatant with sediment in the collection tube and use to plate and prepare the smear
	< 1 mL received	• Do not centrifuge • Plate and prepare smear using the un-spun sample

7	Inoculate media and slides: • Label two slides using a pencil with the accession number, patient's last name, and "CSF" • In the biosafety cabinet, using a sterile pipette, aspirate fluid from the bottom of the collection tube • Place 1 to 2 drops onto BA, CHOC, and MAC. Streak for isolated growth using a disposable inoculation needle. Streak out to cover the whole plate • Prepare smears by placing 1 or 2 drops of CSF on microscope slides. Allow the drop(s) to form one large drop. Do not spread the fluid
8	After plating: • Place the slides on the drying rack in the BSC • Place the BA and CHO plates in the top CO_2 incubator on the top shelf labelled "NEW WOUND" • Place the MAC plate in the O_2 incubator on the top shelf labelled "NEW WOUND" • Place the collection tube and supernatant tube in the bucket labelled "STERILE BODY FLUIDS"
9	• Close the sash on the BSC and allow smears to dry in the BSC **NOTE: The reading of CSF smears is to be done by a Microbiology Technologist** • Leave requisition on the front bench of the microbiology lab