



Stanton Territorial Hospital
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Document Name:
Referring Positive COVID to NML Job Aid

Document Number:
MIC10500

Distribution:
Microbiology Specimen Receiving Manual

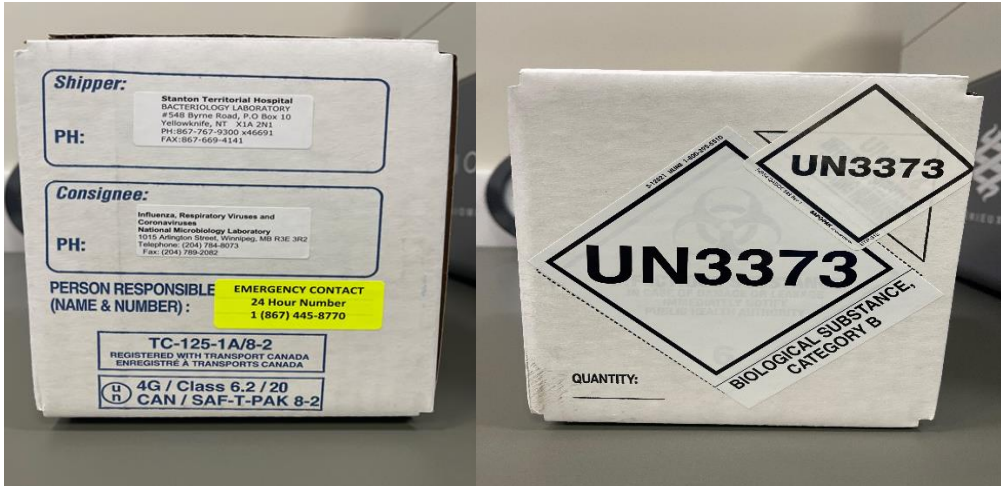
Date Issued:
February 27, 2024

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Steps for referring Positive COVID samples to NML for sequencing:

1	<p>Retrieve samples from rack in fridge labelled "Positive COVID for Referral" and complete spreadsheet with sample information for each COVID being sent.</p> <ul style="list-style-type: none"> Find the required sample information from Result Entry in LIS To find this spreadsheet, go to: NTHSSA Share -> Stanton Hospital Share -> Lab -> Microbiology -> IRVC COVID send out -> IRVC COVID log template-2023 -> IRVC COVID log template-2023.xlsx When complete, SAVE AS with the date being sent (Ex. Sent 2023-01-24) Print 2 copies
2	<p>Complete FedEx waybill</p> <ul style="list-style-type: none"> Required information can be handwritten or use premade labels located in NML Send Out Forms binder (remember to place on all pages of waybill)
3	<p>Fill out the form with required information to be faxed to IRVC</p> <ul style="list-style-type: none"> To find this form, go to: NTHSSA Share - Stanton Hospital Share - Lab - Microbiology - IRVC COVID send out - IRVC Fax form - Fax Form for IRVC.doc Print 1 copy Fill in the highlighted areas Fax a copy of this form and spreadsheet to the number below <p style="text-align: center;">Facsimile Transmittal Sheet for Notification of Incoming Specimens Feuille de Transmission Pour Télécopieur Attestant l'Arrivée de Spécimens</p> <p>Date: _____</p> <p>To/À: Influenza and Respiratory Viruses, and Coronaviruses Section National Microbiology Laboratory Canadian Science Centre for Human and Animal Health Winnipeg, MB</p> <p>Fax/Télécopieur: (204) 789-2082</p> <hr/> <p>Please complete the following:</p> <p>From/De: Contact person/Personne responsable : _____ Laboratory/Laboratoire : <u>Stanton Territorial Hospital</u> Fax/Télécopieur : <u>(867) 669-4141</u> Phone/Téléphone : <u>(867) 767-9300 Ext. 46691</u></p> <p>Number of pages, including this transmittal sheet: <u>2</u> Nombre de pages, incluant cette feuille de transmission : _____</p> <p>Number of specimens sent : _____ Nombre de spécimens envoyés : _____</p> <p>The date the package was sent and Tracking/Waybill: <u>waybill #</u> La date à laquelle le colis a été envoyé et le suivi/lettre de transport: <u>date</u></p> <p>Test requested : <u>COVID Variant Screening</u> Test demandé : _____</p> <ul style="list-style-type: none"> Fax number 1-204-789-2082

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4	<p>Email IRVC general email to notify them of the shipment, including:</p> <ul style="list-style-type: none">• How many samples• Where they are coming from• Date• FedEx waybill tracking number <p>Email: nml.irv-ivr.lnm@phac-aspc.gc.ca Note: Indicate in email that the shipment is being sent via Edmonton, AB.</p>
5	<p>Prepare samples and box (in TB room) to be sent according to TDG Category B regulations.</p> <ul style="list-style-type: none">• Pack box with ice pack(s)• Include a paper copy of the spreadsheet in a clear plastic biohazard bag to prevent it from getting wet• Ensure box has all required labels (labels located in Specimen Receiving area) 
6	<p>Staple together and hole punch the faxed form and second copy of the spreadsheet and place in the NML Pending Referral Reports binder.</p>
7	<p>Place box on countertop in core lab receiving area with the FedEx waybill on top of the box.</p>

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