

PROGRAM Standard Operating Procedure – Laboratory Services	
Title: MIC36200 – Referral of Cat A Specimens to APL	Policy Number:
Program Name: Laboratory Services	
Applicable Domain: Lab, DI and Pharmacy Services	
Additional Domain(s): NA	
Effective Date:	Next Review Date:
Issuing Authority: Director, Laboratory and Diagnostic Imaging Services	Date Approved:
Accreditation Canada Applicable Standard: NA	

Uncontrolled When Printed

GUIDING PRINCIPLE:

Organisms that are suspected of being Risk Group 3 (RG3) pathogens need to be referred to Alberta Precision Laboratory (APL) for identification. TDG regulations need to be followed including paperwork and packaging.

PURPOSE/RATIONALE:

To ensure microbiology Category A specimens are sent for referral testing to Alberta Precision Laboratory (APL) appropriately.

SCOPE/APPLICABILITY:

This procedure applies to Medical Laboratory Technologists (MLTs) packaging Category A samples being referred to Alberta Precision Laboratory.

SAMPLE INFORMATION:

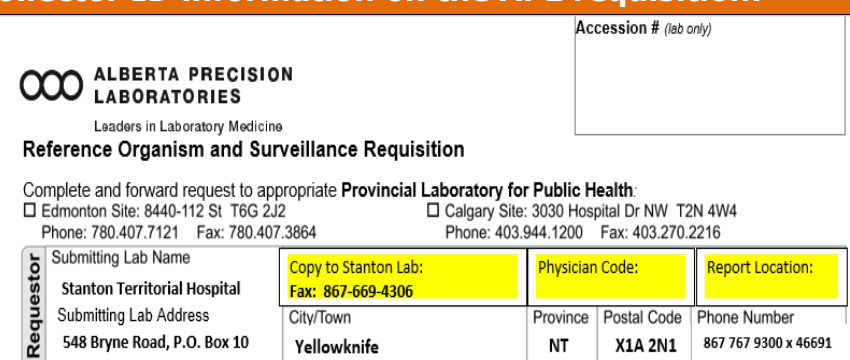
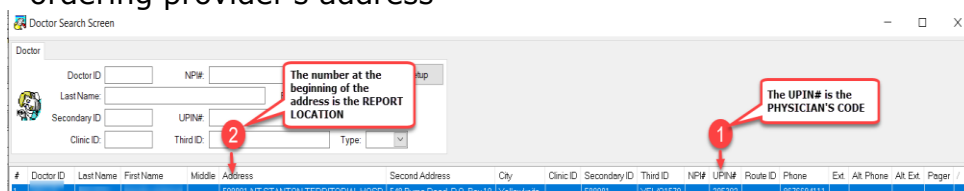
The following category A specimens need to be sent to APL for referral testing:

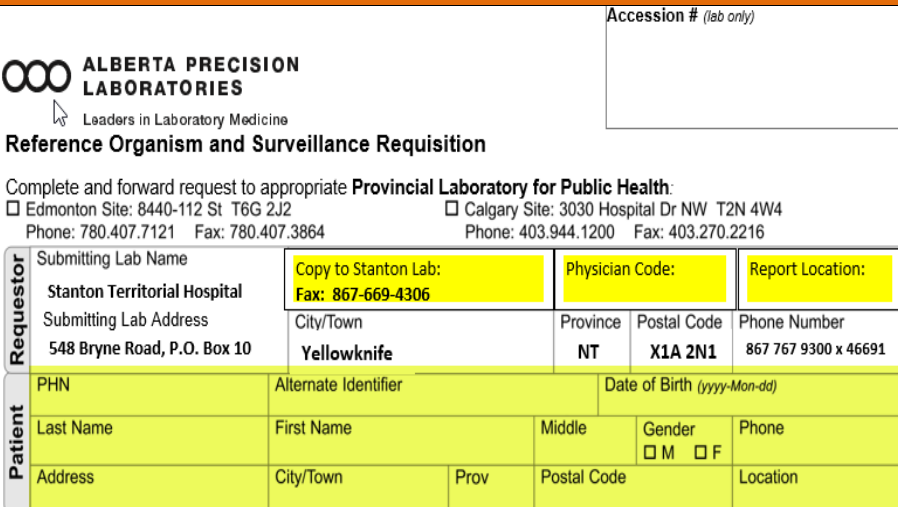
- Any confirmed or suspected RG3 organism

SUPPLIES:


- APL Reference Organism and Surveillance Requisition
- Category A box
- Category A package supplies
- APL RG3 Biosafety fax coversheet
- Shippers Declaration for Dangerous Goods
- Spec.TR.E area barcode and container barcode
- Buffalo Express waybill

PROCEDURE INSTRUCTIONS:

Step	Action
Complete collector ID information on the APL requisition:	
1	<div style="display: flex; justify-content: space-between;"> <div style="width: 60%;">  </div> <div style="width: 35%; border: 1px solid black; padding: 5px;"> Accession # (lab only) </div> </div> <p>1</p> <ol style="list-style-type: none"> 1. Stanton location information is pre-typed on the requisition 2. The physician code and report location code need to be entered on the requisition 3. To find the physician code and the report location code: <ol style="list-style-type: none"> a. Open patient report in Order Entry b. Ensure Edit Mode is activated. Click on Req. by: c. The physician code is the UPIN# d. The report location code is the numbers at the beginning of the ordering provider's address 


Step	Action
Complete patient information on the APL requisition:	
2	<div style="display: flex; justify-content: space-between;"> <div style="width: 60%;">  </div> <div style="width: 35%; border: 1px solid black; padding: 5px;"> Accession # (lab only) </div> </div> <p>2</p> <ol style="list-style-type: none"> 1. Place a LIS collection label on the APL requisition

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Step	Action																								
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3	<div style="display: flex; justify-content: space-between;"> <div style="width: 60%;">  <p>ALBERTA PRECISION LABORATORIES Leaders in Laboratory Medicine</p> <p>Reference Organism and Surveillance Requisition</p> <p>Complete and forward request to appropriate Provincial Laboratory for Public Health: <input type="checkbox"/> Edmonton Site: 8440-112 St T6G 2J2 <input type="checkbox"/> Calgary Site: 3030 Hospital Dr NW T2N 4W4 Phone: 780.407.7121 Fax: 780.407.3864 Phone: 403.944.1200 Fax: 403.270.2216</p> </div> <div style="width: 35%; border: 1px solid black; padding: 5px;"> Accession # (lab only) </div> </div>																								
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<ol style="list-style-type: none"> 1. Add the Stanton accession number in submitting lab specimen number 2. Complete remaining collection information 																									

Step	Action												
Complete organism information on the APL requisition:													
4	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 33%;">Non-enteric Organism</th> <th style="width: 33%;">Enteric Organism</th> <th style="width: 34%;">Submitting Laboratory Information</th> </tr> <tr> <td> <input type="checkbox"/> Identification for unknown organism <input type="checkbox"/> Antibiotic Susceptibility specify antibiotics _____ <input type="checkbox"/> CPO confirmation Organism _____ <input type="checkbox"/> Anaerobe M RFANA <input type="checkbox"/> Listeria M RFOTH <input type="checkbox"/> Diphtheria Toxin Testing M RFOTH <input type="checkbox"/> Fungus/Yeast M RFFUNG <input type="checkbox"/> Mycobacteria M RFAFB <input type="checkbox"/> Neisseria gonorrhoeae M RFGC <input type="checkbox"/> Nocardia M RFNOC <input type="checkbox"/> Other Test Request (specify) _____ <input type="checkbox"/> VRE Confirmation M RFOTH </td> <td> <input type="checkbox"/> Identification <input type="checkbox"/> Surveillance <input type="checkbox"/> 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Step	Action								
Complete highlighted areas on the RG3 coversheet:									
5	<div style="display: flex; align-items: center;">  <div> <p>Stanton Territorial Hospital – Microbiology Laboratory 548 Byrne Road, PO Box 10 Yellowknife, NT X1A 2N1 Phone: 867 767-9300 ext. 46691 Fax: 867 669-4141</p> </div> </div>								
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 5px;">To: Alberta Precision Laboratories</td> <td style="width: 50%; padding: 5px;">From: STH Microbiology Laboratory</td> </tr> <tr> <td style="padding: 5px;">Fax: 1 (780) 407 3864</td> <td style="padding: 5px;">Pages:</td> </tr> <tr> <td style="padding: 5px;">Phone: 1 (780) 407 7121</td> <td style="padding: 5px;">Date:</td> </tr> <tr> <td style="padding: 5px;">Re: Transfer of Human Pathogens (L-R3-39987-22-OL-01)</td> <td style="padding: 5px;">CC: sth_biosafety@gov.nt.ca sandra.lemke@albertaprecisionlabs.ca ashley.hughes@albertaprecisionlabs.ca robert.verity@albertaprecisionlabs.ca EDM.PPAManagement@albertahealthservices.ca </td> </tr> </table>	To: Alberta Precision Laboratories	From: STH Microbiology Laboratory	Fax: 1 (780) 407 3864	Pages:	Phone: 1 (780) 407 7121	Date:	Re: Transfer of Human Pathogens (L-R3-39987-22-OL-01)	CC: sth_biosafety@gov.nt.ca sandra.lemke@albertaprecisionlabs.ca ashley.hughes@albertaprecisionlabs.ca robert.verity@albertaprecisionlabs.ca EDM.PPAManagement@albertahealthservices.ca
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<p>STHA Microbiology laboratory is transferring a package containing a Risk Group 3 Human pathogen to your facility</p> <p>The sample is to be directed to the _____ program.</p> <p>Weigh Bill number of this shipment is _____.</p> <p>If you do NOT receive this package within 72 hours of this notification, please inform the STHA microbiology laboratory at (867) 767 9300 ext. 46691 AND email sth_biosafety@gov.nt.ca</p> <p>Thank you</p> <p>Name of STHA employee sending sample _____.</p> <p>Signature _____</p>									
<p>CONFIDENTIAL WARNING</p> <p>The documents accompanying this transmission contain confidential information intended for a specific individual and purpose. The information is private, and is legally protected by law. If you are not the intended recipient, you are hereby notified that any disclosure, copying, distribution, or taking of any action in reference to the contents of this telecopied information is <u>strictly prohibited</u>. If you have received this communication in error, please notify us immediately by telephone and return the original to us by mail.</p>									

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Step	Action
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Complete highlighted areas on the shipper's declaration:

6



SHIPPER'S DECLARATION FOR DANGEROUS GOODS

Shipper Microbiology Laboratory Stanton Territorial Hospital Box 10, 548 Bryne Road 1 1 Yellowknife, NT X1A 2N1 Phone: (867) 797-9300 ext. 46691	Air Waybill No. Page 1 of 1 Pages Shipper's Reference No. (optional)														
Consignee Provincial Laboratory c/o DynaLife Dx Medical Laboratories 200-10150, 102 Street NW Edmonton, AB T5J 5E2															
Two completed and signed copies of this Declaration must be handed to the operator.															
TRANSPORT DETAILS This shipment is within the limitations prescribed for: (delete non-applicable)	WARNING Failure to comply in all respects with the applicable Dangerous Goods Regulations may be in breach of the applicable law, subject to legal penalties.														
Airport of Departure (optional): Yellowknife, NT	Shipment type: (delete non-applicable) NON-RADIOACT XXXXXXXXXX														
Airport of Destination (optional): Hay River	(delete non-applicable)														
NATURE AND QUANTITY OF DANGEROUS GOODS															
Dangerous Goods Identification															
<table border="1" style="width:100%; border-collapse: collapse; font-size: 0.8em;"> <thead> <tr> <th style="width:10%;">UN or ID No.</th> <th style="width:40%;">Proper Shipping Name</th> <th style="width:15%;">Class or Division (subsidiary hazard)</th> <th style="width:10%;">Packing Group</th> <th style="width:15%;">Quantity and Type of Packing</th> <th style="width:10%;">Packing Inst.</th> <th style="width:10%;">Authorization</th> </tr> </thead> <tbody> <tr> <td style="vertical-align: top;">UN2814</td> <td style="vertical-align: top;">Infectious substance, affecting humans (suspected Category A infectious substance)</td> <td style="vertical-align: top;">6.2</td> <td style="vertical-align: top;"></td> <td style="vertical-align: top; text-align: center;"> <div style="font-size: 2em; font-weight: bold; border: 2px solid red; border-radius: 50%; width: 30px; height: 30px; display: flex; align-items: center; justify-content: center; margin: 0 auto;">1</div> </td> <td style="vertical-align: top;">620</td> <td style="vertical-align: top;"></td> </tr> </tbody> </table>	UN or ID No.	Proper Shipping Name	Class or Division (subsidiary hazard)	Packing Group	Quantity and Type of Packing	Packing Inst.	Authorization	UN2814	Infectious substance, affecting humans (suspected Category A infectious substance)	6.2		<div style="font-size: 2em; font-weight: bold; border: 2px solid red; border-radius: 50%; width: 30px; height: 30px; display: flex; align-items: center; justify-content: center; margin: 0 auto;">1</div>	620		Packaged in Saf-T-Pak vessel inside a fibre board Saf-T-Pak box (STP-100)
UN or ID No.	Proper Shipping Name	Class or Division (subsidiary hazard)	Packing Group	Quantity and Type of Packing	Packing Inst.	Authorization									
UN2814	Infectious substance, affecting humans (suspected Category A infectious substance)	6.2		<div style="font-size: 2em; font-weight: bold; border: 2px solid red; border-radius: 50%; width: 30px; height: 30px; display: flex; align-items: center; justify-content: center; margin: 0 auto;">1</div>	620										
Additional Handling Information CANUTEC 24 hour number: 613-996-6666															
I hereby declare that the contents of this consignment are fully and accurately described above by the proper shipping name, and are classified, packaged, marked and labelled/placarded, and are in all respects in proper condition for transport according to applicable international and national governmental regulations. I declare that all of the applicable air transport requirements have been met.				Name of Signatory Date Signature (See warning above) 											

1. Amount and type of specimen being sent
 - For example, 4 x 3.0 mL SST blood collection tubes
2. Name of person sending the sample and the date being sent
3. 5 original copies of the shipper's declaration need to be made, 4 for delivery driver and one for lab records
 - Photocopies are NOT acceptable, need to be original copies

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Complete highlighted areas on the Buffalo Waybill:	
7	<p>Buffalo Express BUFFALO PARCEL COURIER SERVICES LTD., 1000 BUFFALO DRIVE, HAY RIVER, N.W.T. X0E 0R9 PHONE: EDMONTON (780) 455-9283 HAY RIVER (867) 874-3307 CALGARY (403) 271-3887 YELLOWKNIFE (867) 873-2084 GST # 106867259T0001 TOLL FREE 1 800 465 3168</p> <p>B 1391229</p> <p>FROM: STANTON HOSPITAL STREET ADDRESS (P.O. BOX NOT ACCEPTABLE): 548 BYRNE RD CITY: YELLOWKNIFE NT PROVINCE: NT POSTAL CODE: X1A-2N1 TELEPHONE NUMBER: (867) 669 4111</p> <p>TO: DYNALIFE DX STREET ADDRESS (P.O. BOX NOT ACCEPTABLE): #200, 10150 102 ST CITY: EDMONTON AB PROVINCE: AB POSTAL CODE: T5J-5E2 TELEPHONE NUMBER: (780) 451 3702</p> <p>DESCRIPTION OF ITEMS: UN2814 infectious substance affecting human? SPECIAL INSTRUCTIONS: Dangerous goods as per attached shippers declaration</p> <p>SHIPPER SIGNATURE: Sign IMPORTANT: PRINT</p> <p>TIME: Fill out date YR: 04 MO: 04 DAY: 14</p> <p>DECLARED VALUE: \$ NDV</p> <p>1. BILLING COPY PRESS HARD - 5 COPIES</p> <p>PREPAID <input type="checkbox"/> COLLECT <input checked="" type="checkbox"/></p> <p>BILL OF LADING FOR NON-NEGOTIABLE SHIPMENTS</p> <p>THIS PART IS TO BE REMOVED ONLY BY THE PICK-UP COURIER</p>

Step	Action
Track the specimen using the SPEC.TR.E Specimen Tracking Engine:	
8	<p>DynaLIFE MEDICAL LABS</p> <p>Spec.Tr.E Quick Reference</p> <p>Send Container</p> <ol style="list-style-type: none"> Pack container Log in to Spec.Tr.E Click Activities Click Prepare for Pickup Scan Area Barcode Scan Container Barcode Click: <ul style="list-style-type: none"> No Barcoded Items 3rd Party Driver Enter: 3rd Party Driver Information Submit Success notification displayed Scan the container when it's picked up <p>Spec.Tr.E Access</p> <ul style="list-style-type: none"> Double click the Spec.Tr.E desktop shortcut or launch Spec.Tr.E in Internet Explorer: http://spectre.dynalifedx.com/weblogin.aspx Log into Spec.Tr.E with your username and password <p>External User Login</p> <p>UserName: <input type="text"/> Enter UserName Password: <input type="text"/> Enter Password <input type="button" value="Login"/> Click Login</p> <p>Prepare for Pickup</p> <ol style="list-style-type: none"> Click Activities Click Prepare for Pickup Scan Area Barcode Scan Container Barcode Click 3rd Party Driver Click No Barcoded Items Enter Driver Information <ol style="list-style-type: none"> Select 3rd Party Driver Enter waybill information Click Submit button <p>Track Containers</p> <ol style="list-style-type: none"> Log into Spec.Tr.E Click the Reports menu Click NWT Container Tracking Select a Location Select a Container Type Select a Start Date Select an End Date Click the View Report button <p>Record Pickup Time</p> <ol style="list-style-type: none"> Double click the Pickup shortcut: Spectre [your location] Pickup Scan the Container barcode <p>Password Tip</p> <p>If you forget your password, contact the DynaLIFE Helpdesk (either call or email).</p> <p>Contact Information</p> <p>DynaLIFE Helpdesk</p> <p>For TB Specimens: 1. Put in comments: - Risk group 3 org - Courier to PLAC</p> <p>Specimen Processing 1(800) 661 9876 Ext. 8115 Email: ithelpdesk@dynalife.ca Phone: (780) 451-3702 ext 8146</p>
<ol style="list-style-type: none"> Follow the instructions on the quick reference sheet Barcode container labels are kept above the specimen receiving bench The area barcode is located in the core lab specimen receiving area 	

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Step	Action
Order a referred test in result entry screen:	
9	<ol style="list-style-type: none">1. Select Add Test2. Choose appropriate reference code: ?REFE- APL Edmonton3. Select Ok4. Add a period (.) in the results line5. Final report the test line

Step	Action
Complete Category A send-out process:	
10	<ol style="list-style-type: none">1. Print off any VITEK 2 results for organism being referred2. Submit organism on a labelled agar plate sealed with parafilm or on a labelled C&S swab3. Photocopy all papers and staple together. Hole punch photocopy stack and place in the APL Pending Referrals binder<ul style="list-style-type: none">➤ Ensure the report is filed under the correct tab (APL, Cat A)4. Place a requisition label on the APL requisition and scan into SoftMedia5. Pack specimen up according to TDG Category A regulations<ul style="list-style-type: none">➤ Send original paperwork with specimen6. Email completed coversheet to email locations listed7. File laboratory copy of the shipper's declaration in the TDG Send Outs binder in the core laboratory specimen receiving area8. Place Category A box on the countertop in the core lab specimen receiving area with Buffalo waybill and four original copies of the Shippers Declaration forms on the top of the Cat A box

CROSS-REFERENCES:

NA

REFERENCES:

1. *Alberta Precision Laboratories Reference Organism and Surveillance Requisition, 19193 (Rev2020-07)*
2. *Spec.Tr.E Quick Reference-NWT*

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	Updated to reflect use of <i>DynaLIFE</i> Spec.Tr.E specimen tracking engine	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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