

PROGRAM Standard Operating Procedure – Laboratory Services	
Title: MIC36400 – Referral of Cat B Specimens to DL	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 cannot be identified or require further susceptibility testing need to be referred to *DynaLIFE* (DL). TDG regulations need to be followed including paperwork and packaging.

PURPOSE/RATIONALE:

To ensure microbiology Category B specimens are sent for referral testing to *DynaLIFE* appropriately.

SCOPE/APPLICABILITY:

This procedure applies to Medical Laboratory Technologists (MLTs) packaging Category B samples being referred to *DynaLIFE*.

SAMPLE INFORMATION:

The following category B specimens need to be sent to DL for referral testing:

- Any organism that cannot be identified
- Any susceptibility testing that cannot be performed at Stanton microbiology laboratory
- Any susceptibility testing that requires confirmation

SUPPLIES:

- Copan Transystem Culture swab transport system (with or without charcoal)
- *DynaLIFE* Referred-In Isolate Submission Form
- Category B box
- Category B package supplies
- DL RG2 Biosafety fax coversheet

PROCEDURE INSTRUCTIONS:

Step	Action																						
Complete collector ID information on the DL requisition:																							
1	<div style="border: 1px solid gray; padding: 5px;"> <p>Referred-In Isolate Submission Form (LTR47241) Edit Approved By: Hunter, Shane (11/20/2015)</p> <p style="text-align: right;"><i>DynaLIFE_{Dx}</i> Revision: 3.00</p> <p><i>DynaLIFE_{Dx}</i> Suite 200, 10150 – 102 Street, Edmonton, AB T5J 5E5 Toll Free: 1-800- 661- 9876 Fax: (780) 453- 9425 (Microbiology)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2" style="background-color: #cccccc;">REFERRED IN ISOLATE SUBMISSION FORM [Complete all sections]</th> </tr> </thead> <tbody> <tr> <td style="width: 50%;">Patient Name:</td> <td style="width: 50%;">Submitting Facility Address:</td> </tr> <tr> <td>Patient's PHN:</td> <td>Patient's DOB:</td> </tr> <tr> <td colspan="2">Patient Address (Required for Notifiable Organisms):</td> </tr> <tr> <td>City:</td> <td>Postal Code:</td> </tr> <tr> <td>Phone #:</td> <td>Submitting Lab Number:</td> </tr> </tbody> </table> </div>	REFERRED IN ISOLATE SUBMISSION FORM [Complete all sections]		Patient Name:	Submitting Facility Address:	Patient's PHN:	Patient's DOB:	Patient Address (Required for Notifiable Organisms):		City:	Postal Code:	Phone #:	Submitting Lab Number:										
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<p>1. Stanton location information is pre-typed on the requisition</p> <p>2. The physician code and report location code need to be entered on the requisition</p> <p>3. To find the physician code and the report location code:</p> <ul style="list-style-type: none"> ➤ Open patient report in Order Entry ➤ Ensure Edit Mode is activated. Click on Req. by: ➤ The physician code is the UPIN# ➤ The report location code is the numbers at the beginning of the ordering provider's address <div style="border: 1px solid gray; padding: 5px; margin-top: 10px;"> <p>Doctor Search Screen</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>Doctor ID</td> <td>NPI#</td> <td>UPIN#</td> </tr> <tr> <td>Last Name</td> <td>Address</td> <td>City</td> </tr> <tr> <td>Secondary ID</td> <td>UPIN#</td> <td>Phone</td> </tr> <tr> <td>Clinic ID</td> <td>Third ID</td> <td>Type</td> </tr> </table> <p># Doctor ID Last Name First Name Middle Address Second Address City Clinic ID Secondary ID Third ID NPI# UPIN# Poite ID Phone Ext. Alt Phone Alt Ext. Pager / T.</p> <table border="1" style="width: 100%; border-collapse: collapse; font-size: 0.8em;"> <tr> <td>500001</td> <td>NT STANTON TERRITORIAL HOSP</td> <td>548 Bryne Road, P.O. Box 10</td> <td>Yellowknife</td> <td>500001</td> <td>VEL01570</td> <td>255302</td> <td>867694111</td> <td></td> <td></td> <td></td> </tr> </table> </div> <p>4. Add the STH accession number in the submitting lab number box</p>	Doctor ID	NPI#	UPIN#	Last Name	Address	City	Secondary ID	UPIN#	Phone	Clinic ID	Third ID	Type	500001	NT STANTON TERRITORIAL HOSP	548 Bryne Road, P.O. Box 10	Yellowknife	500001	VEL01570	255302	867694111			
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<p>1. Place a LIS collection label on the DL requisition</p>																			

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Complete highlighted areas on the "Biosafety Cat B Notification to DL" notification form:					
5	<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;">  <p>Stanton Territorial Hospital P.O. Box 10, 550 Byrne Road YELLOWKNIFE NT X1A 2N4</p> </div> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 2px;"> Document Name: Biosafety Cat B Notification to DL </td> <td style="width: 50%; padding: 2px;"> Document Number: MIC36410 </td> </tr> <tr> <td style="padding: 2px;"> Distribution: Microbiology Culture Manual </td> <td style="padding: 2px;"> Date Issued: December 18, 2023 </td> </tr> </table> <p>To: sth_biosafety@gov.nt.ca</p> <p>Re: Transfer of Human Pathogens to <i>DynaLIFE</i> Laboratories</p> <p>The STH Microbiology Laboratory is transferring a package containing a Risk Group 2 pathogen to <i>DynaLIFE</i> Laboratories in Edmonton, AB.</p> <p>The sample is being directed to the _____ department</p> <p>The waybill number of this shipment is _____</p> <p>Date: _____</p> <p>Name of STH employee sending the sample: _____</p> <p>Signature of STH employee sending the sample: _____</p>	Document Name: Biosafety Cat B Notification to DL	Document Number: MIC36410	Distribution: Microbiology Culture Manual	Date Issued: December 18, 2023
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Step	Action
Order a referred test in result entry screen:	
6	<ol style="list-style-type: none"> 1. Select Add Test 2. Choose appropriate reference code: ?REFD- <i>DynaLIFE</i> 3. Select Ok 4. Add a period (.) in the results line 5. Final report the test line

Step	Action
Complete Category B send-out process:	
7	<ol style="list-style-type: none"> 1. Print off any VITEK 2 results for organism being referred 2. Submit organism on a labelled agar plate sealed with parafilm or on a labelled C&S swab 3. Photocopy all papers and staple together. Hole punch photocopy stack and place in the <i>DynaLIFE</i> and ProvLab Pending Referrals binder <ul style="list-style-type: none"> ➤ Ensure the report is filed under the correct tab (<i>DynaLIFE</i>, Cat B) 4. Place a requisition label on the DL requisition and scan into SoftMedia 5. Pack specimen up according to TDG Category B regulations <ul style="list-style-type: none"> ➤ Send original paperwork with specimen 6. Email completed "Biosafety Cat B Notification to DL" notification form to sth_biosafety@gov.nt.ca 7. Place Category B box in the Category B overpack box in the core lab specimen receiving area for shipment to <i>DynaLIFE</i>

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REFERENCES:

1. *DynaLIFE DX Referred-In Isolate Submission Form (LTR47241)*, revision 3.00

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
5.0	18 Dec 23	Procedure updated to reflect new biosafety notification form	L. Steven