

PROGRAM Standard Operating Procedure – Laboratory Services	
Title: MIC36500 – Referral of Category B Bacterial Specimens to NML	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	

GUIDING PRINCIPLE:

Select organisms are referred to the National Microbiology Laboratory (NML) as part of the International Circumpolar Surveillance (ICS) program and for molecular typing when requested. TDG regulations need to be followed including paperwork and packaging.

PURPOSE/RATIONALE:

This standard operating procedure ensures Category B bacterial specimens are sent for surveillance testing to the NML correctly.

SCOPE/APPLICABILITY:

This standard operating procedure applies to Medical Laboratory Technologists (MLTs) packaging Category B samples being referred to the NML.

SAMPLE INFORMATION:


The following organisms need to be sent to NML:

- *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
- Bacterial isolate for molecular typing

SUPPLIES:

- Copan Transystem culture swab transport system (with or without charcoal)
- Appropriate NML requisition
- Category B box
- Category B package supplies
- FedEx Intra-Canada Air Waybill

PROCEDURE INSTRUCTIONS:

Step	Action																																																																																																																																																														
	Complete all sections highlighted on the NML CULTURE SUBMISSION REQUISITION FOR STREPTOCOCCUS for Streptococcus organisms:																																																																																																																																																														
1	<div> <div> SENDER INFORMATION CONTACT NAME: ¹ Laura Steven ORGANIZATION: Stanton Territorial Hospital ADDRESS: 548 Bryne Road, P. O Box 10 CITY: Yellowknife PROVINCE: NT POSTAL CODE: X1A2N1 TELEPHONE: 8677679300 FAX: 8676694306 EMAIL: laura_steven@gov.nt.ca </div> <div>  Public Health Agency of Canada Agence de la santé publique du Canada CULTURE SUBMISSION REQUISITION FOR STREPTOCOCCUS Streptococcus and STI Section Bacterial Pathogens, AMR, and Wastewater Division National Microbiology Laboratory 1015 Arlington Street, Winnipeg, MB, R3E 3R2 Telephone: 204-789-7658 Fax: 204-789-2140 Email: nml.strepsti-lnm.strepits@phac-aspc.gc.ca </div> </div>																																																																																																																																																														
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¹ Name to provide test results. ² Samples not accompanied by relevant patient information and clinical history may be subject to rejection. For current acceptance criteria refer to the NML Guide to Services.

³ These isolates will be screened for *S. pyogenes* and *S. pneumoniae*. ALL invasive (blood, CSF, other sterile sites) isolates and/or typing results of *Streptococcus pneumoniae* and *Streptococcus pyogenes* (Group A Strep) should be submitted to the NML for surveillance purposes.

⁴ Please do not submit duplicate isolates or isolates from non-sterile sites (sputum, middle ear fluid, etc) unless associated with an outbreak investigation or special clinical significance. Isolates collected from the same patient within 3 weeks are considered duplicates.

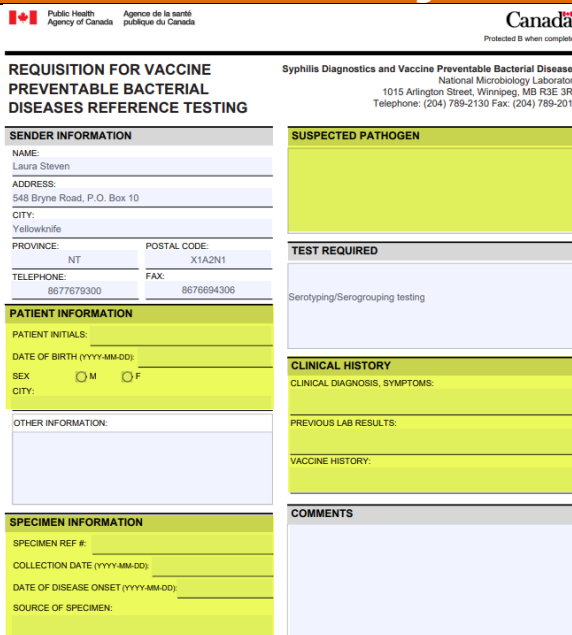
The National Microbiology Laboratory (NML) of the Public Health Agency of Canada (PHAC) provides reference diagnostic services free of charge. The Client and NML agree that this requisition acts as an agreement for the NML to provide testing, as described in the Guide to Services, for the above requested tests.

August 2025

1. The **SENDER INFORMATION** section is pre-typed on the requisition
2. In the **CULTURE INFORMATION** section, add the
 - SUBMITTING LAB # which is our accession number
 - ISOLATION SITE/SOURCE SITE
 - SEX of the patient
 - AGE OR BIRTHDATE of the patient
 - DATE ISOLATED OR COLLECTED

NOTE: Do not use a LIS label for the patient information. Only the sex and age of the patient is required

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Step	Action
	<p>Complete all sections highlighted on the NML REQUISITION FOR VACCINE PREVENTABLE BACTERIAL DISEASES REFERENCE TESTING for <i>Haemophilus influenzae</i> and <i>Neisseria meningitidis</i> isolates:</p>  <p>The National Microbiology Laboratory (NML) of the Public Health Agency of Canada (PHAC) provides reference diagnostic services free of charge. The Client and NML agree that this requisition acts as an agreement for the NML to provide testing, as described in the Guide to Services, for the above requested tests. August 2016</p>
2	<ol style="list-style-type: none"> 1. The SENDER INFORMATION section is pre-typed on the requisition 2. In the PATIENT INFORMATION section, add the <ul style="list-style-type: none"> ➤ PATIENT INITIALS ➤ DATE OF BIRTH of the patient ➤ SEX of the patient ➤ CITY of the patient ➤ OTHER INFORMATION provided by the ordering provider <p>NOTE: Do not use a LIS label for patient information</p> 3. In the SPECIMEN INFORMATION section, add the <ul style="list-style-type: none"> ➤ SPECIMEN REF # which is our LIS accession number ➤ COLLECTION DATE ➤ DATE OF DISEASE ONSET if we have this information ➤ SOURCE OF SPECIMEN 4. In the SUSPECTED PATHOGEN section, add the organism identification 5. The TEST REQUIRED section is pre-typed with the testing required 6. In the CLINICAL HISTORY section, add the <ul style="list-style-type: none"> ➤ CLINICAL DIAGNOSIS, SYMPTOMS of the patient if known ➤ PREVIOUS LAB RESULTS if known ➤ VACCINE HISTORY if known 7. In the COMMENTS section, add any additional comments if known

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Step	Action
	<p>Complete all sections highlighted on the REQUISITION FOR ANTIMICROBIAL RESISTANCE AND NOSOCOMIAL INFECTIONS for bacterial isolates for molecular typing:</p>
3	<p>The screenshot shows the 'REQUISITION FOR ANTIMICROBIAL RESISTANCE AND NOSOCOMIAL INFECTIONS' form. The form is pre-filled with information for Laura Steven at Stanton Territorial Hospital. The 'TEST(S) REQUESTED' section has 'MOLECULAR TYPING' checked, specifically '**WGS (OUTBREAK/NOVEL MECHANISMS)'. The 'URGENCY' section has 'STANDARD TURN AROUND' checked. The 'REPORTING METHOD' is set to 'EMAIL'.</p> <ol style="list-style-type: none"> 1. The SENDER INFORMATION section is pre-typed on the requisition 2. In the SPECIMEN INFORMATION section, add the <ul style="list-style-type: none"> ➤ SPECIMEN REF # which is our LIS accession number ➤ ORGANISM IDENTITY ➤ DATE ISOLATED ➤ ISOLATION SITE ➤ PART OF OUTBREAK INVESTIGATION is pre-typed with Yes 3. The TEST(S) REQUESTED section is pre-typed with MOLECULAR TYPING->**WGS (OUTBREAK/NOVEL MECHANISMS) checked off. This is the correct testing being requested 4. In the ADDITIONAL COMMENTS section of the requisition, include any relevant notes. If the isolate needs to be compared with a previous submission to NML, indicate this by writing: <i>"Compare this isolate to the one sent with STH accession number [insert number]"</i> 5. The URGENCY section is pre-typed with STANDARD TURNAROUND TIME 6. The REPORTING METHOD is pre-typed with the Supervisors email

Step	Action
Complete highlighted areas on the FedEx Intra-Canada Waybill:	
4	

Step	Action
Order a referred test in result entry screen:	
5	<ol style="list-style-type: none"> 1. Select Add Test 2. Choose appropriate reference code: ?REFN 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:	
6	<ol style="list-style-type: none"> 1. Submit organism on a C&S swab. Hand label the swab with the same identifiers as the requisition: NOTE: NML does not use patient names or HCN. Please ensure a LIS label is not used on the swab 2. Photocopy all papers and staple together. Hole punch photocopy stack and place in the NML Pending Referrals binder. 3. Place a requisition label on the NML requisition and scan into SoftMedia 4. Pack specimen up according to TDG Category B regulations ➤ Send original paperwork with specimen 5. Place Category B box on the countertop in the core lab specimen receiving area with FedEx waybill on the top of the box

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CROSS REFERENCES:

NA

REFERENCES:

1. Public Health Agency of Canada. *Culture Submission Requisition For Streptococcus*. July 2024
2. Public Health Agency of Canada. *Requisition For Vaccine Preventable Bacterial Diseases Reference Testing*. August 2016
3. Public Health Agency of Canada. *Requisition for Antimicrobial Resistance and Nosocomial Infections*. June 2023

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	10 Apr 25	Procedure updated and name changed to reflect bacterial isolates	L. Steven