

PROGRAM Standard Operating Procedure – Laboratory Services	
Title: MIC10600 – Microbiology Rejection Criteria	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:

The quality of a result generated by the Microbiology Laboratory is reliant on the quality of the specimen received. To ensure that results are of the highest quality, it is important that only appropriate specimens are processed. Specimens must be properly obtained, placed into appropriate containers, of sufficient volume, labeled correctly and be accompanied with a complete requisition.

PURPOSE/RATIONALE:

This standard operating procedure describes the specimen acceptance and rejection criteria for microbiology specimens received at Stanton Territorial Hospital.

SCOPE/APPLICABILITY:

This standard operating procedure applies to Medical Laboratory Technologists (MLTs) processing specimens for microbiology testing at Stanton Territorial Hospital.

PROCEDURE INSTRUCTIONS:

Step	Action
Microbiology specimen acceptance	
1	All specimen requisitions must: <ul style="list-style-type: none"> • Be labeled with at least 2 patient identifiers • Match the patient identifiers on the sample • Clearly state the first and last name of the ordering provider • Clearly state the tests requested • Clearly state the source of the sample • Clearly state the clinical history and antibiotic therapy of the patient

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2	<p>All specimen containers must:</p> <ul style="list-style-type: none"> • Be labeled with at least 2 patient identifiers • Match the patient identifiers on the requisition • Not be contaminated due to leaking specimen • Be in the correct collection container for the testing being requested
3	Labels should be placed lengthwise on the specimen container and not wrapped around the containers to permit barcodes to be easily scanned.

Step	Action
Rejection due to labeling issues	
1	Unlabeled, mislabeled or partially labeled specimens are not routinely processed in the microbiology laboratory. Specimens should be labeled with the correct patient name as well as an additional identifier such as date of birth and/or healthcare number.
2	The requisition accompanying the sample must be labeled with the same patient information and include the patient name as well as a second identifier.
3	<p>For irretrievable specimens:</p> <ul style="list-style-type: none"> • The waiver of responsibility form SCM40110-Waiver of Responsibility needs to be filled out by the responsible nurse or physician • Irretrievable microbiology specimens include invasively collected specimens, body fluids, tissue specimens, blood cultures where antibiotics have been given, etc. • In order entry, add the specimen quality comment IRR • The waiver of responsibility form needs to be labeled with the specimen requisition label and scanned into SoftMedia • An RL6 needs to be completed to document the issue
4	For non-irretrievable specimens, the specimen will be ordered, collected, received and plated in the LIS and will then be cancelled with the corresponding cancellation comment. Refer to MIC10210-STH Microbiology Rejection Criteria Job Aid for correct cancellation comment.

Step	Action
Rejection due to specimen collection issues-Insufficient quantity	
1	Specimens with insufficient quantity for testing requested will not be processed. The specimen will be ordered, collected, received and plated in the LIS and will then be cancelled with the corresponding cancellation comment. Refer to MIC10210-STH Microbiology Rejection Criteria Job Aid.
2	<p>For irretrievable specimens:</p> <ul style="list-style-type: none"> • Contact the ordering provider to prioritize requests • The requested tests NOT prioritized by the ordering provider will be ordered, collected, received and plated in the LIS and will then be cancelled with the corresponding cancellation comment. Refer to MIC10210-STH Microbiology Rejection Criteria Job Aid for correct cancellation comment. • Requested tests prioritized by the ordering provider will be processed

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Step	Action
Rejection due to specimen collection issues-Incorrect container	
1	Specimens collected in the incorrect container will not be processed. The specimen will be ordered, collected, received and plated in the LIS and will then be cancelled with the corresponding cancellation comment. Refer to MIC10210-STH Microbiology Rejection Criteria Job Aid.
2	For irretrievable specimens: <ul style="list-style-type: none"> • If testing can be performed in the container used to collect the sample, process with the appropriate specimen quality comments added. Refer to MIC10130-Microbiology Specimen Quality Comments Job Aid for appropriate comment. • If testing cannot be performed in the container used to collect the sample, notify the ordering provider to inform them and these tests will be ordered, collected, received and plated in the LIS and will then be cancelled with the corresponding cancellation comment. Refer to MIC10210-STH Microbiology Rejection Criteria Job Aid for correct cancellation comment.

Step	Action
Rejection due to specimen collection issues-Duplicate specimens	
1	Duplicate urine, sputum, MRSA, VRE, GBS, throat and BV specimens collected within 24 hours will not be processed in the microbiology laboratory.
2	For applicable duplicate specimens, the specimen will be ordered, collected received and plated in the LIS and will then be cancelled with the corresponding cancellation comment. Refer to MIC10210-STH Microbiology Rejection Criteria Job Aid for correct cancellation comment.

Step	Action
Rejection due to specimen collection issues-Leaking specimens	
1	Leaking specimens are not routinely processed in the microbiology laboratory. Leaking specimens pose a problem in microbiology specimens as they may be an infection hazard to those handling the specimen and they may provide misleading results if they become contaminated.
2	For irretrievable specimens: <ul style="list-style-type: none"> • In order entry, add the specimen quality comment LEAK • In the biological safety cabinet, open the biohazard bag and place the specimen onto paper towels and spray with Accel TB. Leave for 5 minutes. Plant the specimen and then place into a new, clean biohazard bag. Change gloves. • An RL6 needs to be completed to document the issue
3	For non-irretrievable specimens, the specimen will be ordered, collected, received and plated in the LIS and will then be cancelled with the corresponding cancellation comment. Refer to MIC10210-STH Microbiology Rejection Criteria Job Aid for correct cancellation comment.

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Step	Action
Rejection due to age of specimen	
1	Urine specimens collected in orange top containers that are >24 hours old will not be processed. The specimen will be ordered, collected, received and plated in the LIS and will then be cancelled with the corresponding cancellation comment. Refer to MIC10210-STH Microbiology Rejection Criteria Job Aid for correct cancellation comment.
2	Stool samples for <i>C. difficile</i> that are >5 days old will not be processed. The specimen will be ordered, collected, received and plated in the LIS and will then be cancelled with the corresponding cancellation comment. Refer to MIC10210-STH Microbiology Rejection Criteria Job Aid for correct cancellation comment.
3	All other specimens will be processed regardless of age with the appropriate specimen quality comments added. Refer to MIC10130-Microbiology Specimen Quality Comments Job Aid for appropriate comment.

Step	Action
Rejection of stool samples for <i>C. difficile</i>	
1	Stool samples for <i>C. difficile</i> that are formed will not be processed. The specimen will be ordered, collected, received and plated in the LIS and will then be cancelled with the corresponding cancellation comment. Refer to MIC10210-STH Microbiology Rejection Criteria Job Aid for correct cancellation comment.
2	Stool samples for <i>C. difficile</i> that have been tested within the last 7 days will not be processed. The specimen will be ordered, collected, received and plated in the LIS and will then be cancelled with the corresponding cancellation comment. Refer to MIC10210-STH Microbiology Rejection Criteria Job Aid for correct cancellation comment.
3	Rectal swabs for <i>C. difficile</i> will not be processed. The specimen will be ordered, collected, received and plated in the LIS and will then be cancelled with the corresponding cancellation comment. Refer to MIC10210-STH Microbiology Rejection Criteria Job Aid for correct cancellation comment.
4	Stool samples for <i>C. difficile</i> from children that are <1 year old will not be processed. The specimen will be ordered, collected, received and plated in the LIS and will then be cancelled with the corresponding cancellation comment. Refer to MIC10210-STH Microbiology Rejection Criteria Job Aid for correct cancellation comment.

CROSS-REFERENCES:

- MIC10110-Vaginal Swab Processing Job Aid
- MIC10130-Microbiology Specimen Quality Comments Job Aid
- MIC10210-STH Microbiology Rejection Criteria Job Aid
- SCM40110-Waiver of Responsibility

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REFERENCES:

1. Leber, A. (2016). *Clinical microbiology procedures handbook*. (4thed.) Washington, D.C.: ASM Press
2. Jorgensen J.H., Pfaller M.A., Carroll K.C., Funke G., Landry M.L., Richter S.S., Warnock D.W. (2015). *Manual of Clinical Microbiology, 11th edition*. Washington, D.C: ASM Press

APPROVAL:

Date

REVISION HISTORY:

REVISION	DATE	Description of Change	REQUESTED BY
1.0	26 Apr 17	Initial Release	L. Steven
2.0	30 Nov 22	Procedure reviewed and added to NTHSSA policy template	L. Steven
3.0	18 Dec 24	Procedure reviewed and updated to reflect new cancellation comments	L. Steven
4.0	16 Feb 26	Procedure reviewed	L. Steven