

**PROCEDURE: SENDING SPECIMENS/ISOLATES TO REFERENCE LABS**

**NOTE: Any specimen/isolate that is sent to RIDOH for tracking purposes must have a copy of the report and patient demographic information printed and placed in the Disclosure bin for input into the Disclosure Information System.**

- I. Sending Isolates to the RIDOH** – Each specimen/isolate must be accompanied by RIDOH Requisition Form and tracking slip.
- A. AFB Isolates requiring submission to RIDOH within 24 business hours.
1. Nontuberculous Mycobacterium -NTM
    - a. Container Color: Orange
    - b. Bring down to Central Transport in basement. Last courier pick-up is 2:30 pm.
  2. *Mycobacterium tuberculosis* -MTB isolates and all MTBPCR positive sediments that are also smear positive.
    - a. Isolates from patients known to be positive for *Mycobacterium tuberculosis* (complex) must be shipped using Category A guidelines.
    - b. Color container- Red
    - c. Bring down to Central Transport in basement. Last courier pick-up is 2:30 pm.
- B. Fungal Isolates requiring submission to RIDOH
1. *Candida sp.*
    - a. All confirmed or suspected *Candida auris* isolates from any specimen source.
    - b. Antifungal resistant *Candida sp. other than C.albicans*, from any specimen source ,especially invasive sites.
    - c. Yeast isolates from any specimen source after an attempt to identify was unsuccessful.
    - d. Submit pure isolates on either a Sabouraud or nonselective agar plate. All plates for submission must be sealed and placed in orange container.
    - e. Bring down to Central Transport in basement. Last courier pick-up is 2:30pm.
- C. Bacterial isolates for 16S Sequencing
1. Container Color: Yellow
- D. Bacterial isolates requiring submission to RIDOH
1. All Potential Bacterial Agents of Bioterrorism
    - a. *Brucella sp; Francisella; Yersinia pestis; Bacillus anthracis; Burkholderia mallei; Burkholderia pseudomallei*
    - b. Complete a Potential Agents of Bioterrorism Notification Form
    - c. RIDOH should be notified immediately when an agent of bioterrorism is suspected.
    - d. Must be checked and shipped by a certified Category A shipper (see specialist for assistance)
  2. Enteric Isolates
    - a. For *E. coli* 0157:H7 (STEC), *Yersinia spp.*, *Vibrio spp.*, *Salmonella spp.*, *Shigella spp.*, and *Campylobacter spp.* detected from stool, refer to [Appendix AP54 – Sending Positive GI Specimens to RIDOH.](#)
    - b. For *Yersinia spp.*, *Vibrio spp.*, *Salmonella spp.*, *Shigella spp.*, and *Campylobacter spp.* isolated from non-stool sources, isolate and grow on appropriate media (grow and ship *Campylobacter spp.* in microaerophilic environment).
    - c. Record the identification of enteric isolate on the RIDOH requisition form.
    - d. Container Color: Yellow

## II. Sending isolates to the CDC

- A. For isolates sent to CDC for *Streptococcus pneumoniae* serotyping and other specialty testing
  1. Isolate goes through RIDOH, who sends isolate on to CDC.
  2. Permission to send the specimen must be received from the RIDOH prior to sending the specimen.

## III. ISOLATES SENT BY FED-EX (Sent by Send-out Department)

### A. Specimen:

1. Place in biohazard specimen transport bag.
2. Specimen must be shipped according to guidelines. Appropriate Category B or A shipping procedures must be followed. See a specialist for assistance.
3. Use an infectious, biological hazard transport box, which includes primary and secondary container. The shipping container is brought to the Send Out department for pick up by Fed-Ex when completely packed, appropriate documentation is complete and checked by a Specialist, Manager or someone in the lab certified to ship specimens.
4. Appropriate requests:
  - a. *Burkholderia cepacia* isolates: refer to [CFF Burkholderia cepacia Research Lab](#) form.
  - b. The RIH microbiology lab does not currently perform susceptibility testing for organisms listed in the M45 (fastidious organisms). Organisms requiring special susceptibility testing such as *Haemophilus*, *Neisseria gonorrhoeae*, or anaerobic organisms must be sent to a reference lab. Refer to [AP15 – Sending Isolates to Reference Lab](#) for guidance.

### B. Labeling of box:

1. If a Category B Biological Substance:
  - a. Attach UN3373 label on the box.
  - b. Write the Receiver's and Shippers name, address and phone number on outside container.
2. If a Category A Infectious Agent:
  - a. Contact specialist, manager, or certified shipper for assistance.
3. Bring completed box to Send-Out Department by 4PM, Fed-Ex picks up daily.

## IV. REVISIONS:

- A. 1/23/2024 Added instruction on sending AFB and Fungal isolates to the RIDOH under Section I. SENDING ISOLATES TO THE RIDOH. Removed section (formerly Section IV) titled ADDRESSES FOR COMMON SHIPPING LOCATIONS. Added notification requirements under D in Section I. SENDING ISOLATES TO THE RIDOH
- B. 5/15/2024 Removed section (formerly section II-A) on how to send *S. pneumoniae* isolates to the CDC for serotyping. Updated reference lab and Fed-Ex information; added AP15, AP54, and *B. cepacia* research lab form.