

TRAINING UPDATE

Lab Location: SGMC & WAH
Department: Core

Date Distributed: 11/14/2016
Due Date: 12/6/2016
Implementation: 12/6/2016

DESCRIPTION OF PROCEDURE REVISION

Name of procedure:

**Preparation of Plates and Microbiology Specimens for
Transport to Chantilly SGAH.M33 v2**

Note: this has been converted to a system SOP

Description of change(s):

Minor changes

Section	Reason
Header	Add WAH
5.1	Change retention time to match practice

This revised SOP will be implemented on December 6, 2016

Document your compliance with this training update by taking the quiz in the MTS system.

Non-Technical SOP

Title	Preparation of Plates and Microbiology Specimens for Transport to Chantilly	
Prepared by	Ronald Master	Date: 6/10/2010
Owner	Ronald Master	Date: 6/10/2010

Laboratory Approval		
Print Name and Title	Signature	Date
<i>Refer to the electronic signature page for approval and approval dates.</i>		
Local Effective Date:		

Review:		
Print Name	Signature	Date

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1. PURPOSE

This procedure describes the process for preparation of microbiology specimens for transport to Chantilly.

2. SCOPE

This SOP includes the steps required to prepare specimens for transport to Chantilly Microbiology after specimen plating, ROB, and FES have been performed.

3. RESPONSIBILITY

It is the responsibility of all personnel assigned to Microbiology and Specimen Processing to read, understand and to perform all procedures as described in this SOP.

4. DEFINITIONS

Raw specimen – patient specimen not in any type of transport system or preservative

5. PROCEDURE

5.1 Specimens that are plated at the hospital:

1. After streaking the plates for isolation, use 2 pieces of cellophane tape on opposite sides of the plate to secure the lid to the media-containing portion of the Petri dish.
2. Place the plates and the specimen for one (1) culture together in a plastic biohazard bag.
3. After ROB and FES have been performed, remove the specimens from the bag containing the plates and hold for the courier at the temperature listed below:
 - a. Specimens in transport medium – hold at room temperature

- b. Raw specimens – hold at 2-8°C except for CSF for routine bacterial culture (hold CSF for routine bacterial culture at room temperature)
- c. Plates – incubate at 35 ± 2°C
- 4. Place the bags containing plates in one yellow plastic courier bag and the specimens that have been plated in a separate yellow plastic courier bag labeled “PLATED”.
- 5. Extra tissue and sterile body fluids should be stored at the hospital for **one (1) month at least 7 days**.

5.2 Specimens that are not plated at the hospital:

- 1. There should be a separate specimen for each test ordered.
- 2. After ROB and FES have been performed, place the specimens in a yellow plastic courier bag.
- 3. Hold specimens at 2-8°C

Note: Specimens that have been plated should be placed on a separate FES batch and placed in a separate transport bag from specimens that have not been plated.

6. RELATED DOCUMENTS

Specimen Processing for Microbiology, Microbiology procedure
 FES, Processing Microbiology Orders, Specimen Processing procedure
 ROB: Creating Batch for Microbiology Sendouts, Specimen Processing procedure

7. REFERENCES

N/A

8. REVISION HISTORY

Version	Date	Reason for Revision	Revised By	Approved By
000	8/10/12	5.1 added temperature exception for CSF	R. Master	R. Master
001	11/1/16	Header: add WAH Section 5.1: change retention time Footer: version # leading zero's dropped due to new EDCS in use as of 10/7/13	L. Barrett	R. Master

9. ADDENDA

None