

TRAINING UPDATE

Lab Location: SGMC & WAH
Department: Specimen Processing

Date Distributed: 9/13/2018
Due Date: 9/30/2018
Implementation: 9/13/2018

DESCRIPTION OF PROCEDURE REVISION

Name of procedure:
Loading Blood Culture Bottles into the Bactec 9240 SGAH.S1005 v0
Description of change(s):
<p>This is a new SOP to describe the process that is already being performed by staff (based on an existing Micro SOP). There are NO changes to the actual process steps.</p> <p style="text-align: center;">This SOP was implemented on September 13, 2018</p>

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

Non-Technical SOP

Title	Loading Blood Culture Bottles into the Bactec 9240	
Prepared by	Stephanie Codina	Date: 8/17/2018
Owner	Stephanie Codina	Date: 8/17/2018

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

Review:		
Print Name	Signature	Date

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1. PURPOSE

The Bactec 9240 incubates and continuously monitors blood culture bottles to detect bacterial growth. This procedure outlines the steps for entering bottles into the system.

2. SCOPE

This procedure applies to any blood culture bottle that has been received in the laboratory.

3. RESPONSIBILITY

All processing staff members must understand and adhere to this procedure for loading blood culture bottles into the Bactec 9240 instrument.

4. DEFINITIONS

NA

5. PROCEDURE

Step	Action
1	Blood culture bottles must be received in the laboratory and placed onto the instrument as soon as possible.
2	Visually inspect the bottles prior to loading the instrument. A. Inspect the rubber septa (the collection areas at the top) of each bottle. If iodine is present, wipe the bottle with 70% isopropyl alcohol to remove discoloration prior to loading in the instrument. B. Ensure the bottom of the bottle is not obscured in any way with labels or tape. C. Ensure that the bottle’s barcode is unobscured and readable.
3	Arrange bottles in sets by placing the aerobic and anaerobic bottle from the same collection together.

Form revised 3/31/00

Step	Action
4	Open the doors of the instrument that is currently in use.
5	Using the barcode scanner on the right-hand door, A. Scan the specimen accession barcode first . a. If the accession number barcode is not available, scan the “Accession Not Available” barcode on the inside of the instrument door. b. Avoid placing bottles in instrument without scanning the barcodes. Unscanned bottles become “Anonymous.” An anonymous bottle must be identified as soon as possible, so the instrument can display the bottle’s current status (ongoing, positive, etc.). B. Scan the Bactec bottle barcode second . a. The Bactec barcode must be scanned, so the instrument knows what type of medium is being used. This allows the instrument to utilize the correct algorithms for detection. b. The instrument will “hold” all information if the medium type has not been entered. This will delay flagging of a positive blood culture.
6	Insert the bottle into the station lit with the red and green lights.
7	Close the instrument doors once all bottles have been loaded.

6. REFERENCES

BACTEC™ Fluorescent Series Users’ Manual

7. RELATED DOCUMENTS

SOP: Blood Culture, with Automated Detection

8. REVISION HISTORY

Version	Date	Reason for Revision	Revised By	Approved By

9. ADDENDA AND APPENDICES

None