

## TRAINING UPDATE

**Lab Location:** SGMC & WAH  
**Department:** Core Lab

**Date Distributed:** 9/27/2018  
**Due Date:** 10/27/2018  
**Implementation:** 10/22/2018

### DESCRIPTION OF PROCEDURE REVISION

<b>Name of procedure:</b>
<b>Preparation of Plates and Microbiology Specimens for Transport to Chantilly SGAH.M33 v3</b>
<b>Description of change(s):</b>
<p><i>Changes made to make SOP match practice</i></p> <p>Section 5.1.4: removed bag labeling comment</p> <p>Section 6: replaced ROB SOP with Sendouts SOP</p> <p><b>This revised SOP will be implemented on October 22, 2018</b></p>

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

Non-Technical SOP

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

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

<b>Review:</b>		
<b>Print Name</b>	<b>Signature</b>	<b>Date</b>

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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.
- 5. Extra tissue and sterile body fluids should be stored at the hospital for one (1) month.

**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  
 Specimen Processing 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
2	9/12/18	Section 5.1.4: removed bag labeling comment Section 6:replaced ROB SOP with Sendouts SOP	R. Master	R. Master

**9. ADDENDA**

None