

TRAINING UPDATE

Lab Location: SGMC & WOMC
Department: Core Lab

Date Distributed: 5/11/2020
Due Date: 5/31/2020
Implementation: 5/20/2020

DESCRIPTION OF REVISION

Name of procedure:

Preparation of Plates and Microbiology Specimens for Transport to Chantilly SGAH.M33 v4

Description of change(s):

Note: This SOP is re-formatted into sections according to samples that are plated within our labs vs those that are not. This process and the storage changes have already been implemented.

Header: changed WAH to WOMC

Section 5: Updated format.

Separated into processes for non-urine and urine samples plated at hospital vs those not plated at hospital.

Extended storage of positive blood cultures to 1 month, added detail to storage time and conditions

Section 6: added IM procedure

This revised SOP will be implemented May 20, 2020

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:		

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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

Note: The only raw specimens that are sent to Chantilly are those to be plated and/or processed in Chantilly **and** urine specimens.

5.1 **Non-urine** specimens (swab specimens, blood cultures, tissue, CSF and body fluid) that are plated at the hospital laboratory:

Step	Action
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	Check broth media to confirm caps are tight.
3	Place the plates in a biohazard bag and give to Processing for ROB and FES
4	Place all non-blood source specimens (swabs, CSF, tissue and body fluid) in a bag labeled with setup date and store on site at 2-8°C. <ul style="list-style-type: none"> a. These are entered into Instrument Manager (IM) as ‘yellow’ carrier ID and held for one month. b. Processing staff will discard at the end of the retention period. c. Refer to lab procedure <i>Using Instrument Manager for Specimen Storage and Retrieval</i> for additional details.
5	Store positive blood culture bottles on site at room temperature in labeled boxes for one (1) month. Core lab staff will discard at the end of the retention period.
6	Note: this step is performed by Processing staff. After performing ROB and FES, incubate plates at 35°C ± 2°C prior to transport to Chantilly.

5.2 **Urine** specimens that are plated at the hospital laboratory:

Step	Action
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	Note: the remaining steps are performed by Processing staff After ROB and FES have been performed, remove the urine specimen from the bag containing the plates and place in a separate yellow plastic courier bag.
4	Hold for the courier at the temperature listed below. <ul style="list-style-type: none"> a. Raw urine specimens – hold at 2-8°C b. Plates – incubate at 35°C ± 2°C

5.3 Specimens that are **not plated at SGMC or WOMC (to be plated in Chantilly):**

Note: These steps are performed by Processing staff

Step	Action
1	There should be a separate specimen for each test ordered.

Step	Action
2	These specimens should be on a separate batch from those specimens plated at the hospital.
3	After ROB and FES have been performed, place the specimens in a yellow plastic courier bag.
4	Mark this bag "Plate in Chantilly"
5	After accessioning before transport to Chantilly: <ul style="list-style-type: none"> a. Raw specimens not in transport medium - Hold for the courier and transport to Chantilly at 2-8°C. b. Swab specimens not plated at SGMC or WOMC and specimens in transport medium to be plated in Chantilly – Hold for the courier and transport to Chantilly at room temperature

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
 Using Instrument Manager for Specimen Storage and Retrieval, Laboratory policy

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
3	5/4/20	Header: changed WAH to WOMC Section 5: separated into processes for non-urine and urine samples plated at hospital vs those not plated at hospital. Extended storage of positive blood cultures to 1 month, added detail to storage time and conditions Section 6: added policy	R. Master L. Barrett	R. Master

9. ADDENDA

None