



## TRAINING UPDATE

**Lab Location:** SGAH & WAH  
**Department:** Micro & Processing

**Date Distributed:** 8/16/2012  
**Due Date:** 9/15/2012

### DESCRIPTION OF PROCEDURE REVISION

<b>Name of procedure:</b>
<b>Preparation of Plates and Microbiology Specimens for Transport to Chantilly SGAH.M33, WAH.M31 v001</b>
<b>Description of change(s):</b>
Section 5.1 added temperature exception for CSF

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

Approved draft for training all sites (version 001)

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>12 month (or new) management review and approval: Signature acknowledges SOP version remains in effect with NO revisions.</b>		
<b>Print Name</b>	<b>Signature</b>	<b>Date</b>

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**1. PURPOSE**

To describe 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 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 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, Microbiology 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

**9. ADDENDA**

None