TITLE: STATE LAB SENDOUTS

PRINCIPLE / PURPOSE: Some isolates in microbiology require additional identification, serotyping or confirmation for reporting purposes. These isolates are shipped to the N.C. State Laboratory of Public Health for further workup.

SCOPE: This procedure applies to the protocol used for shipping specimens to the State Laboratory of Public Health.

SPECIMEN:

Type: Specimens are shipped as follows:

* Patient samples for viral transport: viral transport medium
* Stool Specimen in Cary Blair

Handling Conditions: Refer to State Laboratory’s website for test specific specimen requirements. [N.C. DPH: State Laboratory of Public Health (ncpublichealth.com)](https://slph.ncpublichealth.com/)

EQUIPMENT AND MATERIALS:

Mailers purchased from the State Lab.

Packaging material

Forms specific for specimens

Specimens in appropriate media

PROCEDURE:

1. Label appropriate specimen container with patient’s first and last name, date of birth, and MRN.
2. Store specimens in the refrigerator.
3. Fill out the [appropriate form](https://slph.ncpublichealth.com/) for the test request.
4. Then log into HIS to obtain patient information to fill out the corresponding form.
5. For all forms fill in the following below:
6. Last name
7. First name
8. Patient number: fill in social security number
9. Address
10. Date of birth: (month, date, and year)
11. Race
12. Hispanic or Latino origin?
13. Sex
14. Medicaid Client: If YES, then enter the patient’s Medicaid number in the boxes
15. Dx Code/ICD-10 code
16. Enter the federal tax ID number: 560529994
17. Physician’s NPI
18. In the space where to send the report, use a stamp to stamp or write the address of the hospital which is:

Laboratory

Alamance Regional Medical Center

1240 Huffman Mill Road

Burlington, NC 27215

1. Specimen type: choose isolated
2. Describe: enter a description of the organism
3. Date specimen collected
4. Examine for:
5. Specimen source:
6. Make sure the patient’s label on each specimen contains the patient’s name, date of birth, and/or social security number. There must be 2 patient identifiers on the specimen in order for the State to accept the specimen.
7. Wrap a piece of parafilm around the cap of the patient’s sample to be sent.
8. Obtain a state mailer and remove the inner tube. Before inserting the specimen, log the date, patient’s name, specimen type, destination (write SL for state lab), shipped by (write FedEx) and signature on the Microbiology Shipping Log worksheet. Also document the test request.
9. Insert the patient’s specimen inside the inner tube and place packaging material or gauze in the top to make sure the tube does not break.
10. Place the cap on the inner tube.
11. Wrap the appropriate form request around the inner tube and insert into the outer container.
12. Cap the outer container which is marked according to the National requirements.
13. Using the stamp, stamp on the lines of the mailer or write the hospital’s address as seen above.
14. Place your initials on the line under the person responsible for the shipment.
15. Then fill out the ARMC shipping request form. Fill out the following:
16. Date.
17. At attention to: enter Enteric Bacteriology, Virology, or Serology depending on the location of where the patient’s sample is being sent which is based on the type of form that was filled out
18. Write your name beside Person
19. Sign your name by signature required
20. Make a copy of the shipping request form and keep one copy in the State Laboratory Send-out notebook.
21. Take specimen to shipping and receiving department. Note: It is best to take the specimen to the shipping department before 11 am. If you cannot get the specimen down there by 11 am then hold it until the next day.
22. Order and receive a MISCSO in LIS. Be sure to add the name of the test requested.

*Specimens that have to be kept refrigerated will be taken to the*

*Health Department for pick-up by their carrier after 1700 by LabCab; 336-270-6890*

SUPPLEMENTAL MATERIALS/ADDENDUM:

Addendum 1 [Enteric Bacteriology form](http://slph.ncpublichealth.com/Forms/3390-EntericBacteriology-20170808.pdf)

Addendum 2 [Serology](http://slph.ncpublichealth.com/Forms/3445-SpecialSerology-20170829.pdf)

Addendum 3 [Virology](http://slph.ncpublichealth.com/Forms/3431-Virology-20160818.pdf)

REFERENCES:

1. State Laboratory of Public Health, Raleigh, N.C.

HISTORY PAGE

SOP Number: MICRO-206-CH

SOP Title: State Lab Sendouts

Written By: Jacee Farmer

Manual in which Hard Copy of this SOP is located: Microbiology Procedure Manual

Distribution: Sharepoint

Supersedes Procedure: n/a

SOP CHANGE CONTROL

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| --- | --- | --- | --- | --- | --- |
|  | Approvals | |  | Action | In |
| Mgmt. | Date | Director | Date |  | Effect |
| Jacee Farmer | 11/12/2021 |  |  | Removed STEC requirements. | 11/21/21 |
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