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| Department: | Laboratory and Blood Bank (Microbiology) | | |
| Document: | Internal Policy and Procedures | | |
| Title: | Samples Receiving, Labeling and Rejection | | |
| Applies To: | All Laboratory Staff | | |
| Preparation Date: | January 02, 2025 | Index No: | LB-IPP-090 |
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1. PURPOSE:

- 1.1 Establishing system and set responsibilities so that the specimens provided to the Microbiology Department are properly labelled and corresponding to the actual requests and in proper container or swab.

2. DEFINITIONS:

N/A

3. POLICY:

- 3.1 **The assigned technician/ technologist for microbiology unit should check for:**
 - 3.1.1 Specimen barcode label
 - 3.1.2 LIS specimen order
 - 3.1.3 Reject inappropriate specimen

4. PROCEDURE:

- 4.1 **The assigned technician/ technologist for microbiology unit should check for:**
 - 4.1.1 Specimen barcode label
 - 4.1.2 LIS specimen order
 - 4.1.3 Specimen appropriateness
- 4.2 **The specimen barcode label includes:**
 - 4.2.1 Patient's full name
 - 4.2.2 The file number of the patient
 - 4.2.3 The age of the patient.
 - 4.2.4 The patient location.
 - 4.2.5 The date and time of collection
 - 4.2.6 Type of specimen
 - 4.2.7 The test ordered.
- 4.3 The specimen itself should be checked for the appropriateness of the container including the following:
 - 4.3.1 Sterile container
 - 4.3.2 Holding media
 - 4.3.3 Intact container without leaks and cracks
 - 4.3.4 For duplicate specimens from the same patient, the site from which the specimen is taken should be mentioned on label.
- 4.4 **The transportation time must be within that determined for each specimen as follow:**
 - 4.4.1 Transport urine and respiratory specimen within 1 hours of collection unless they are refrigerated.
 - 4.4.2 Faecal specimen must not be more than 1 hour old or Rectal swab must be received in transport medium.
 - 4.4.3 Wound and body fluid must be received within 1 hour of collection.

- 4.4.4 All other specimen should be less than 2 hours old when received.
- 4.4.5 If delay in transportation is expected, samples should be refrigerated (but not longer than 24hrs)
- 4.4.6 For CSF samples, contact lab. before extraction, transport to laboratory as soon as possible (ASAP). In case of delay in transportation, never refrigerate, keep at room temperature.

4.5 **Sample Rejection Criteria:**

- 4.5.1 An unlabelled, mislabelled or mismatches is unacceptable.
 - 4.5.1.1 If the unacceptable specimen can be replaced, reject and request another specimen.
 - 4.5.1.2 The reason for the specimen rejection is determined & a repeat specimen is asked.
 - 4.5.1.3 Specimen that cannot be recollected (like CSF, body fluids, blood culture & intra-operative samples), will be processed even if suboptimal. The defect, should be notified & written in the register.
- 4.5.2 Leaking specimen or non-sterile container: specimen is unacceptable when the outside of the container is contaminated with the specimen or if sent in non-sterile container.
- 4.5.3 Duplicate specimen:
 - 4.5.3.1 Most duplicate specimen received on the same date should not be processed. Except blood cultures, CSF, tissue and sterile body fluids.
 - 4.5.3.2 If it has been verified by the doctor that the two specimens received at the same time are the same and taken from the same site, these specimens can be combined and processed as one specimen and if it is verified by the doctor that it is from different sites it must be processed as different sample.
 - 4.5.3.3 If a duplicate specimen is received at different times on the same day, the doctor notifies the patient's physician or nurse and discuss with him.
 - 4.5.3.4 Do not process more than three duplicate specimens on consecutive days except 8 specimens for salmonella species isolated from a cook or individual who works in the kitchen. All 8 specimens must be negative before allowing him to resume work.
- 4.5.4 Other specimen rejection criteria by tests:
 - 4.5.4.1 Blood culture aerobic and anaerobic should be delivered at the same time.
 - 4.5.4.2 Never send one bottle blood culture except for paediatric bottles.
 - 4.5.4.3 Do not accept saliva in place of sputum (induced sputum may contain small amount of saliva, so it may appear to be saliva. In this case, select thick portions of the specimen for processing).
 - 4.5.4.4 Foley catheter tips are unacceptable for culture
 - 4.5.4.5 Anaerobic culture should not be carried out for specimen taken from sites near mucocutaneous Junction (sites have anaerobes as a normal flora).
 - 4.5.4.6 Vomitus and discharges from colostomies are not useful in the diagnosis of infection or guarding therapy.
 - 4.5.4.7 Swabs are unsuitable material for examination for mycobacteria and cutaneous fungi.
 - 4.5.4.8 Swabs that are dried out when they are received are useless (if cannot be recollected, it might be re-suspended in sterile broth)

5. **MATERIAL AND EQUIPMENT:**

- 5.1 Sample Rejection Record

6. **RESPONSIBILITIES:**

- 6.1 Assigned Technician for Microbiology
- 6.2 Clinical Pathology Specialist/ Consultant (2nd opinion)

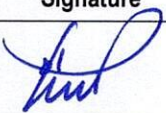
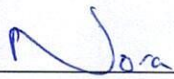



7. **APPENDICES:**

N/A

8. REFERENCES:

- 8.1 Procedure Manual, Toronto Medical laboratories / Mount Sinai Hospital department of microbiology.
- 8.2 Bailey & Scott's Diagnostic Microbiology. Feingold& Baron; 12th. Ed.2007, C.V. Mosby Co. p. 301.
- 8.3 Clinical Microbiology Procedures Handbook, American Society of Microbiology, Washington DC, 2005.

9. APPROVALS:

| | Name | Title | Signature | Date |
|---------------------|-------------------------------|---------------------------------------|--|------------------|
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