

Policy & Procedure Manual

Subject Title: Fedex Test Sendo

Section: Send-Out Manual

Original Date: September 21, 20

Issued by: LABORATORY MANAGER

Revision Date: September 16, 20

Approved by: Laboratory Director

Next Review Date: September 1

Test Codes	Specimen	Frozen Send With DRY ICE	At 4C Send With Ice Pack	Room Temperat ure	Address
Lyme PCR	Whole blood (EDTA)		X		Dr. Robin Lindsay Zoonotic Disease & Special Pathogens National Microbiology Laboratory 1015 Arlington Street Winnipeg MB R3E 3R2
	Plasma (EDTA)	X			
	CSF (200uL)	X			
CDC	Serum for parasitology testing			X	DASH Parasitology Centres for Disease Control Building 4 RM B35 G12 1600 Clifton Road North Atlanta GA 30333
CJD	CSF minimum volume 2.0mL store at -70C	X			Debra Godol Division of Human Genetic & Prion Diseases National Microbiology Laboratory 1015 Arlington Street Winnipeg MB R3E 3R2
5-FC Anti-fungal levels	Plasma (EDTA)	X			Annette Fothergill University of Texas Health Science Dept of Pathology 7703 Floyd Curl Drive, Rm 330E San Antonio, TX 78229-3900
HCMV Resistance	Whole blood (edta) 1mL		X		Dr. Graham Tipples Head, Viral Exanthamata National Microbiology Laboratory 1015 Arlington Street Winnipeg MB R3E 3R2
	Nuclei acid (NA end product) and Plasma	X			
	CSF (200uL)	X			
Hep E (HEV)	Whole blood (edta)		X		Dr. Anton Andonov and Carla Osiowy Molecular and Immuno Diagnostics National Microbiology Laboratory
	(edta) plasma	X			
	CSF (200uL)	X			
HHV6 & 7	Whole blood (edta)		X		Dr. Graham Tipples Head, Viral Exanthamata National Microbiology Laboratory 1015 Arlington Street
	(edta) plasma	X			
	CSF (200uL)	X			

HHV-8	Whole blood (edta)		X		Dr. Runtao He Head, Emerging Bloodborne Pathogens National Microbiology Laboratory 1015 Arlington Street Winnipeg MB R3E 3R2
JC Virus	CSF	X			Dr. Alberto Severini CSCHAH National Microbiology Laboratory 1015 Arlington Street Winnipeg MB R3E 3R2
	Biopsy	X			
	Urine	X			
	Plasma (2mL)	X			
NIH	Filaria serology (9PF)			X	Dr. Thomas Nutman Laboratory of Parasitic Diseases National Institute of Allergy & Infectious Diseases National Institute of Health Bldg. 4 Rm. 126 Bethesda, Maryland USA 20802
Simian B Ab	Swabs in Viral Transport Media (VTM)	X			Dr. Julia Hilliard National B Virus Resource Laboratory Georgia State University 161 Jesse Hill Jr. Drive
	Whole blood	X			
	CSF	X			
T. Whipplei PCR	Whole blood (edta)		X		PHOL
	CSF	X			
	duodenal biopsy	X			
Voriconazole	Heparin plasma Edta plasma Protect plasma from light	X			Dr. R. Robitaille Biochemistry Lab 5415 Boulevard l'Assomption Montreal, PQ H1T 2M4
VZV Differentiation	Lesion swab in Viral transport media	X			Dr. Graham Tipples Head, Viral Exanthamata National Microbiology Laboratory 1015 Arlington Street Winnipeg MB R3E 3R2
	Vesicular Fluid	X			
	CSF (200uL)	X			
	Whole blood (edta)		X		
VZV Resistance	Lesion swab in Viral transport media	X			Dr. Graham Tipples Head, Viral Exanthamata National Microbiology Laboratory 1015 Arlington Street Winnipeg MB R3E 3R2
	Vesicular Fluid	X			
	CSF (200uL)	X			
	Whole Blood (edta)		X		

Histoplasma Antigen Test, Blastomyces Antigen Test, Coccidioides Antibody Test, Coccidioides Antibody Test	Urine /Serum / CSF			X	Ann Lemont MiraVista Diagnostics 4705 Decatur Blvd. Indianapolis IN 46241
MiraVista Test Menu and Specimen Requirements					
Slit Skin Smear for Leprosy	Acceptable specimens: Tissues in 10% buffered formalin with at least 5 volumes of fixative per volume of tissue (*not* grind up the tissue). Unacceptable specimens: Tissues in saline.			X	Steve Keas, Clinical Laboratory National Hansen's Disease Programs 1770 Physician Park Dr. Baton Rouge, LA USA 70816
Multi-Resistant Isolates from Cystic Fibrosis Patients	Pseudomonas, Burkholderia, Stenotrophomonas, Acinetobacter and Achromobacter (Alcaligenes), and other gram negative isolates sent for MCBT testing must be: Grown on TSA (or other suitable media) slants in screw capped tubes.			X	Wendy Ferris Children's Hospital of Eastern Ontario Microbiology & MCBT Laboratory Room 3043B 401 Smyth RD Ottawa, ON K1H 8L1

HIV & HTLV-1 PCR whole Blood 2-5ml keep at **room temperature** no aliquate

X

Dr. John Kim
 National Microbiology Laboratory 1015
 Arlington Street, Room J1139 Winnipeg,
 MB, R3E 3R2

**NMDA(NR1)
Receptor
Antibodies**

Serum or &
CSF

X

Dr. M.J. Fritzer
Mitogen Advanced iagnostics
3330 Hospital Dr.
NW:431HMRB Calgary, AB
T2N 4N1 CA

FedEx Order	Go to FedEx Login page: http://www.fedex.com/ca_english/	User ID: gmicrobiology Password: spring123
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UNIVERSITY HEALTH NETWORK/MOUNT SINAI HOSPITAL,

*NOTE: This is a CONTROLLED document. Any documents appearing in paper form that are not sta
against the document (titled as above) on the*

T:\Microbiology\New Manual\Live Manual\Sendout Shi

ut Shipping Information Table

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6, 2022

Phone	Requisition Type	FedEx Service	Shipping Cycle
(204) 789-6068	NML	Priority Overnight	Mon-Thurs (except holidays)
(404) 639-3932	CDC form from doctor	International Economy	once/week unless otherwise specified
(204) 789-6078	NML Prion Disease Program Form by ordering doctor	Priority Overnight	once/week unless otherwise specified
(210) 567-4131		International Priority	Sendout STAT Commerical invoice must be included with the package to clear USA Customs
(204) 789-6080	NML	Priority Overnight	
(204) 789-6062 (204) 789-6062	NML	Priority Overnight	once/week unless otherwise specified
(204) 789-6080	NML	Priority Overnight	once/week unless otherwise specified

(204) 789-5018	NML	Priority Overnight	once/week unless otherwise specified
(204) 789-6024	NML	Priority Overnight	once/week unless otherwise specified
301-496-5398	NIH Form from Doctor	International Economy	once/week unless otherwise specified
(404) 358-8168	National B virus Resource Center Form from Occupational Health and Safety (OHS)	International Priority (Saturday Delivery if necessary)	once/week unless otherwise specified
	PHOL		once/week unless otherwise specified
(514) 252-3400 ext.3497	Voriconazole Form with patient information	Priority Overnight	once/week unless otherwise specified
(204) 789-6080	NML	Priority Overnight	
(204) 789-6080	NML	Priority Overnight	

(317) 856-2681	MiraVista Diagnostics Test Requisition	Priority Overnight	
(225) 756-3733	Slit Skin Smear for Leprosy National Hansen's Disease Programs Requisition	Priority Overnight	
(613) 737-2525 ext. 2068. (Please leave a message if no answer)	Requests for multiple combination bactericidal testing has to be approved by the a Microbiologist. The Charge Technologist will arrange for the isolate and order form to be sent to Children's Hospital of Eastern Ontario (CHEO) following CHEO instructions. See CHEO Protocol and Requisition	Priority Overnight	
204) 789-6522	needs to use a requisition: NLHRS Molecular/Serology Requisition	Priority Overnight	occasionally

(403)220-4582	needs to use a requisition: Mitogen Autoantibody Test Requisition	Priority Overnight	occasionally
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please go to the safety Manual to check all the safety requirement is complete			For all the specimens package for pickup by F desk outside Dr. Mazzu courier picks up at 16:00 prepare packages for M refrigerator. Leave a no above location Monday
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DEPARTMENT OF MICROBIOLOGY

mped in red "MASTER COPY" are not controlled and should be checked server prior to use.

ipping Information Table.xls

Special Instructions

Requesting Doctor contact information required on requisition

Shipping instructions (available from: https://www.nmlnm.gc.ca/guide2/pathogen_englist.php?start=1)

Accesione & received in LIS as 9MIS as referred out test then write NOTE back slash then put the date on the result box and write send to Nationa Lab..... (the address)

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Handle all samples with care. Observe safety precautions at all times.
Specimens are not ordered in LIS
Store Serum at -70C until shipped. Store swabs in Viral Transport Media (VTM) at

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A photocopy of all 4 pages of the import permits (pages with permit numbers in top right corner)
A completed "Canada Customs Invoice" (commercial invoice) must be included with each shipment. An example and a copy for your use have been included with this information package.

Accessione & received in LIS as 9MIS as referred out test then write NOTE back slash then put the date on the result box and write send to Nationa Lab..... (the address)

Accessione & received in LIS as
VSEND and write a comment send
to NMDA

to be shipped by FedEx: Leave the
FedEx on the counter at the reception
Hilli's office (near Secretary's desk). The
0 Monday-Friday. On the weekend
Monday shipment and put boxes in
the in planting area to move packages to
morning.

Record of Edited Revisions

Manual Section Name: Fedex Sendout Shipping Information Table

Page Number / Item	Date of Revision	Signature of Approval
Annual Review	10-Nov-01	Dr. T. Mazzulli
Annual Review	31-Mar-02	Dr. T. Mazzulli
Annual Review	31-Mar-03	Dr. T. Mazzulli
Annual Review	31-Mar-04	Dr. T. Mazzulli
Annual Review	31-Mar-05	Dr. T. Mazzulli
Annual Review	31-Mar-06	Dr. T. Mazzulli
Annual Review	6-Jun-07	Dr. T. Mazzulli
Annual Review	6-Jun-08	Dr. T. Mazzulli
Annual Review	6-Jun-09	Dr. T. Mazzulli
Annual Review	6-Jun-10	Dr. T. Mazzulli
Annual Review	6-Jun-11	Dr. T. Mazzulli
Annual Review	6-Jun-12	Dr. T. Mazzulli
Annual Review	6-Jun-13	Dr. T. Mazzulli
Annual Review Updated UHN/MSH logo in header	3-Apr-14	Dr. T. Mazzulli
Annual Review Added Miravista links Updted contacts	3-Apr-15	Dr. T. Mazzulli
Annual Updated MSH logo in header	2-Apr-16	Dr. T. Mazzulli
Annual Review	10-Jun-17	Dr. T. Mazzulli
Annual Review	12-Sep-18	Dr. T. Mazzulli
Annual Review	12-Sep-19	Dr. T. Mazzulli
Annual Review	16-Sep-20	Dr. T. Mazzulli

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