 Department of Microbiology Quality Manual	Policy # MI_SM_TOC	Page 1 of 5
	Version: 4.0 CURRENT	
Section: Specimen Processing Procedures	Subject Title: Microbiology Specimen Management Manual Table of Contents	
Prepared by QA Committee		
Issued by: Laboratory Manager	Revision Date: 11/24/2023	
Approved by Laboratory Director: Microbiologist-in-Chief	Next Review Date: 9/24/2025	

Uncontrolled When Printed

Microbiology Laboratory Specimen Management Manual

Table of Contents

[Workflow and Duties Manual](#)

[UHN Specimen Management Centre's HOURS OF OPERATION](#)

SPECIMEN COLLECTION:

Specimen Dictionary

[Pre-analytical Procedure - Specimen Collection QPCMI02001](#)

[BD Vacutainer Urine Tubes with LIS tube codes](#)

[BD Vacutainer Urine Tubes with UHN EPR tube codes](#)

SPECIMEN TRANSPORTATION & RECEIVING:

[Transport of Specimens QPCMI04001](#)

[Specimen Courier Bag Log QPCMI05000a](#)

[Specimen Storage Before Processing](#)

SPECIMEN ORDER ENTRY:

For tests not performed in-house:

[Send-out Information](#)

[PHOL Test Directory](#)

[PHL LabStract](#)



[Addressograph Labels](#)

UNIVERSITY HEALTH NETWORK/MOUNT SINAI HOSPITAL, DEPARTMENT OF MICROBIOLOGY

*NOTE: This document is **Uncontrolled When Printed**.*

Any documents appearing in paper form that do not state "CONTROLLED COPY" in red print are not controlled and should be checked against the document (titled as above) on the server prior to use.

Management System\UHN_Mount Sinai Hospital Microbiology\Standard Operating Procedures\Specimen Processing Procedures\

  Quality Manual	Department of Microbiology	Policy # MI_SM_TOC	Page 2 of 5
Section: Specimen Processing Procedures		Subject Title: Microbiology Specimen Management Manual Table of Contents	

[Diagnosis Abbreviations](#)

[Specimen Order Entry Procedure](#)

[Serology Specimen Management Order Entry](#)

[Non-Patient Order Entry](#)

[Demographic Format for Non-Patient Specimens](#)

[Bone Bank Specimen Site Codes](#)

[UHN EPR Blood Bank Specimen](#)

[UHN EPR Sterility](#)

[Demographic Format for Occupational Health & Safety Specimens](#)

[Patient Demographics Format for Proficiency Testing specimens](#)

[Cadaveric Specimen Order Entry](#)

<http://mshplmapp07/P3lite/DOCS/D0024603.pdf> Study Protocols

SPECIMEN PROCESSING:

[Specimen Rejection Criteria](#)

[Resolving Outstanding Samples](#)

[Specimen Processing Procedure](#)

[STAT Specimens Procedure QPCMI03001](#)

[STAT call form QPCMI03001a](#)

[STAT Smears Log QPCMI03001c](#)

[STAT sample dropoff log](#)

<http://mshplmapp07/P3lite/DOCS/D0024789.pdf> Specimen and Isolate Retention Times

[Post-Analytical - Specimen Disposal Procedure QPCMI21001](#)



[WASH UP Workflow](#)

UNIVERSITY HEALTH NETWORK/MOUNT SINAI HOSPITAL, DEPARTMENT OF MICROBIOLOGY

*NOTE: This document is **Uncontrolled When Printed**.*

Any documents appearing in paper form that do not state "CONTROLLED COPY" in red print are not controlled and should be checked against the document (titled as above) on the server prior to use.

Management System\UHN_Mount Sinai Hospital Microbiology\Standard Operating Procedures\Specimen Processing Procedures\

  Department of Microbiology Quality Manual	Policy # MI_SM_TOC	Page 3 of 5
	Version: 4.0 CURRENT	
Section: Specimen Processing Procedures	Subject Title: Microbiology Specimen Management Manual Table of Contents	

[Incubator Washing Schedule Log](#)

EQUIPMENT DOCUMENTS

[WASP User Manual](#)



[Gram Stainer Midas III Manual](#)

[Isoplater User Manual](#)

[Microsart Manifold Manual](#)

Client Information:

UHN/MSH Microbiology Client List

  Department of Microbiology Quality Manual	Policy # MI_SM_TOC	Page 4 of 5
	Version: 4.0 CURRENT	
Section: Specimen Processing Procedures	Subject Title: Microbiology Specimen Management Manual Table of Contents	

Record of Edited Revisions

Manual Section Name: Microbiology Lab Specimen Management Manual



Page Number / Item	Date of Revision	Signature of Approval
Annual Review	May 14, 2004	Dr. T. Mazzulli
Annual Review	April 20, 2005	Dr. T. Mazzulli
Annual Review	July 23, 2006	Dr. T. Mazzulli
Annual Review	June 16, 2007	Dr. T. Mazzulli
Annual Review	August 15, 2008	Dr. T. Mazzulli
Annual Review	August 15, 2009	Dr. T. Mazzulli
Annual Review	August 12, 2010	Dr. T. Mazzulli
UHN Night Specimen Transport added	October 08, 2010	Dr. T. Mazzulli
UHN Operation Hours added	October 08, 2010	Dr. T. Mazzulli
Annual Review	May 31, 2011	Dr. T. Mazzulli
Annual Review	May 31, 2012	Dr. T. Mazzulli
Annual Review	May 31, 2013	Dr. T. Mazzulli
Annual Review	May 09, 2014	Dr. T. Mazzulli
Annual Review	May 09, 2015	Dr. T. Mazzulli
-Removed Link to PHL Specimen collection guide (2012 PDF) -Replaced “Link to other Public Health Laboratory information” to PHOL Test Directory -UHN Night Specimens Courier Service Removed (information included in Specimen Transportation Manual) Organized TOC by section Annual Review	February 10, 2016	Dr. T. Mazzulli
Added: Patient Demographics Format for Proficiency Testing specimens Updated MSH logo in header	May 11, 2016	Dr. T. Mazzulli
Specimen library moved from order entry to under specimen collection heading Added Cadaveric Specimen Order Entry	June 10, 2016	Dr. T. Mazzulli
Annual Review	June 13, 2017	Dr. T. Mazzulli
Annual Review	June 13, 2018	Dr. T. Mazzulli
Annual Review	June 13, 2019	Dr. T. Mazzulli

UNIVERSITY HEALTH NETWORK/MOUNT SINAI HOSPITAL, DEPARTMENT OF MICROBIOLOGY

*NOTE: This document is **Uncontrolled When Printed**.*

Any documents appearing in paper form that do not state "CONTROLLED COPY" in red print are not controlled and should be checked against the document (titled as above) on the server prior to use.

Management System\UHN_Mount Sinai Hospital Microbiology\Standard Operating Procedures\Specimen Processing Procedures\

  Department of Microbiology Quality Manual	Policy # MI_SM_TOC	Page 5 of 5
	Version: 4.0 CURRENT	
Section: Specimen Processing Procedures	Subject Title: Microbiology Specimen Management Manual Table of Contents	

Page Number / Item	Date of Revision	Signature of Approval
Annual Review	June 13, 2020	Dr. T. Mazzulli

Full documents review included all updates. Bi-annual review conducted when no revision had been within 2 years.

Page Number / Item	Date of Revision	Edited by:
Minor formatting changes	April 11, 2021	Jessica Bourke
Changed the title of “Specimen Retention Times” procedure to “Specimen and Isolate Retention Times”. Fixed the paralink of “Post-Analytical – Specimen Disposal Procedure QPCMI21001” manual	July 21, 2022	Oliver Li
Addition of Specimen Order Entry Procedure	September 27, 2022	Jessica Bourke
Addition of Resolving Outstanding Samples	March 09, 2023	Qin Liu
Addition of Microsart equipment procedure	May 5 th , 2023	Jessica Bourke
Addition of WASP User Manual	October 20, 2023	Qin Liu

UNIVERSITY HEALTH NETWORK/MOUNT SINAI HOSPITAL, DEPARTMENT OF MICROBIOLOGY

*NOTE: This document is **Uncontrolled When Printed**.*

Any documents appearing in paper form that do not state "CONTROLLED COPY" in red print are not controlled and should be checked against the document (titled as above) on the server prior to use.

Management System\UHN_Mount Sinai Hospital Microbiology\Standard Operating Procedures\Specimen Processing Procedures\