	<p>Title: Transport of Outbreak Specimens on Evenings, Weekends or Statutory Holidays via TForce Final Mile Courier</p> <p>Role performing Activity:</p> <ul style="list-style-type: none"> • Long Term Care Staff 	
<h1>WORK STANDARD</h1>	<p>Location: Saskatoon Urban Long Term Care Homes</p>	<p>Department/Unit: Continuing Care – Saskatoon Urban</p>
	<p>Document Owner: Tracy Danylyshen-Laycock Manager, Strategic Initiative</p>	<p>Date Prepared: March 18, 2016</p>
	<p>Last Revision: April 12, 2021</p>	<p>Date Approved: April 13, 2021</p>
	<p>Related Policies/Documentation</p> <ul style="list-style-type: none"> • SHA-TDG Training Program for Class 6.2 by Ground • Instructions for Accessing Online Training in Thinkific • Appendix 3: Guide to Category A and Category B assignment • Form 4061 Transportation of Dangerous Goods Training Certificate • TDG Bulletin Shipping Instructions Infectious Substances • Transport Canada Marks of Safety • Packaging Instructions for Type P650 for Category B Shipments Job Aid • Molecular Microbiology/Virology Requisition (Form #101061) • https://oapp.saskatoonhealthregion.ca/apex/f?p=160 	

Work Standard Summary:

This process is only for **OUTBREAK SPECIMENS** that the Medical Health Officer (MHO) declares **must** be sent STAT on evenings, weekends, statutory holidays or outside regular scheduled pick up times via Life Labs.


This process DOES NOT apply to:

- Routine specimen transport or
- Outbreak specimens that can be sent via Life Labs Monday to Friday with regular scheduled pick up times.

Life Labs pick up can only accommodate five outbreak specimens during their routine laboratory pickup. If the home is sending greater than five specimens, the specimens must be packaged separately by the LTC Home and meet criteria for Transportation of Dangerous Goods (TDG).

Employees **must** be trained in TDG in order to **package and/or transport specimens as outlined in the documents below:**

- [SHA-TDG Training Program for Class 6.2 by Ground](#)
- [Instructions for Accessing Online Training in Thinkific](#)
- [Appendix 3: Guide to Category A and Category B Assignment](#)
- [Form 4061 Transportation of Dangerous Goods Training Certificate](#)
- [TDG Bulletin Shipping Instructions Infectious Substances](#)
- [Transport Canada Marks of Safety](#)

Essential Tasks:	
1.	Phone Communicable Disease Control (CDC) @ 306-655-4620 to report your possible outbreak findings and assessment. If CDC and the MHO direct you to send in specimens outside of regular scheduled Life Labs Pick Up, they will provide the Outbreak number (required for requisition and specimen)
2.	Collect specimen using appropriate container (watertight primary receptacle) <ul style="list-style-type: none"> • Call the Royal University Hospital Microbiology Laboratory @ 306-655-1763 if you have any questions related to specimen collection, requisition, time period specimens can be stored prior to transportation, etc.
3.	Ensure specimen container cap is secured – tape around cap, if required.
4.	Place resident ID label on the specimen container including: <ul style="list-style-type: none"> • Full Name • HSN • Outbreak Number • Date and Time specimen was collected (ensure this matches the requisition) • Specimen Labels
5.	Place specimen in leak proof biohazard bag (secondary primary receptacle) and secure seal. 
6.	All requisitions for COVID-19 are to be done through e-requisition. Go to https://oapp.saskatoonhealthregion.ca/apex/f?p=160 , complete the e-req and print a copy that is to go with the specimen. As above, requisition is not to make contact with the specimen. <ul style="list-style-type: none"> • Pandemic eRequisition Instruction Manual (January 29, 2021) <p>Ensure the Molecular Microbiology/Virology Requisition (Form #101061) is completed accurately (must include Outbreak Number, LTC home name). It must be included when packaging the specimens into the transportation box or tote bag.</p> <ul style="list-style-type: none"> • This requisition may be different than the one you would normally use for Laboratory testing. • This requisition form would be used for non-respiratory specimens (i.e. GI) as well. • DO NOT staple the requisition to the specimen bag or place the requisitions inside of the bag with the specimen. The requisition must not make contact with the specimen.

7.	<p>Transport of Dangerous Goods (TDG) trained staff must package specimen according to Packaging Instructions for Type P650 for Category B Shipments Job Aid</p> <ul style="list-style-type: none"> • Homes are to use appropriate boxes for transfer of outbreak specimens. <ul style="list-style-type: none"> ○ Boxes should be in stock at all times ○ Order STP-3091 boxes from ESBE Scientific <ul style="list-style-type: none"> ▪ Phone number: 800-268-3477 or 905-475-8232 ext. 620. ▪ Email: csmolinski@esbe.com <div data-bbox="496 415 773 716" data-label="Image"> </div> <ul style="list-style-type: none"> • Boxes are reusable and are to be labeled with the homes return address. Once the laboratory has removed the specimens, the labelled boxes will be returned to the original home by Life Labs on their next scheduled laboratory day.
8.	<p>Once packaged according to TDG, home is to label the box with the following information:</p> <ul style="list-style-type: none"> • Location (to and from) • Number of specimens • Name and phone number of sender • Date and time of call to TForce • For example: <div data-bbox="305 1087 688 1367" data-label="Form"> <p>PLEASE COMPLETE ALL INFORMATION FOR TRACKING PURPOSES</p> </div>
9.	<p>Call TForce Final Mile Courier @ 1-877-345-8801 (7 days a week, 24 hours a day)</p> <ul style="list-style-type: none"> • Account number: 88202 (former Saskatoon Health Region). • Service required: Direct Drive – Dangerous Goods from LTC home to Royal University Hospital Microbiology Laboratory located in Royal University Hospital 1955 Building (old RUH entrance, G- Wing, 3rd Floor, Room 3759) <ul style="list-style-type: none"> ○ Laboratory is open 7 days a week, 24 hours a day.

10.	<p>Upon arrival of TForce Final Mile Courier for Pick Up:</p> <ul style="list-style-type: none"> • Confirm with courier that it is a Category B specimen to be delivered to Saskatoon Royal University Hospital Microbiology Laboratory located in Royal University Hospital 1955 Building (old RUH entrance, G- Wing, 3rd Floor, Room 3759). <ul style="list-style-type: none"> ○ Take main floor elevators directly inside the old main entrance up to 3rd floor. Locate room 3759 at the end of the hallway. ○ Doors require a proxy card to get in. Use the phone on the wall to dial #1770, this information will be posted beside phone. ○ There is someone in the lab 24 hours a day. During the night there is less staff so it might take a while for someone to come. ○ Lab staff member will take the specimens and the requisitions.
11.	<p>Once specimens are received at RUH lab on the 3rd floor they will be processed within 24 hours</p> <ul style="list-style-type: none"> • MHO will call the home with the results if they are positive or negative • LTC home should also receive a fax of the results • Results can be viewed via eHR Viewer at https://www.ehealthsask.ca/services/ehr-viewer <ul style="list-style-type: none"> ○ If you require access to eHR Viewer, please contact DOC/Manager.