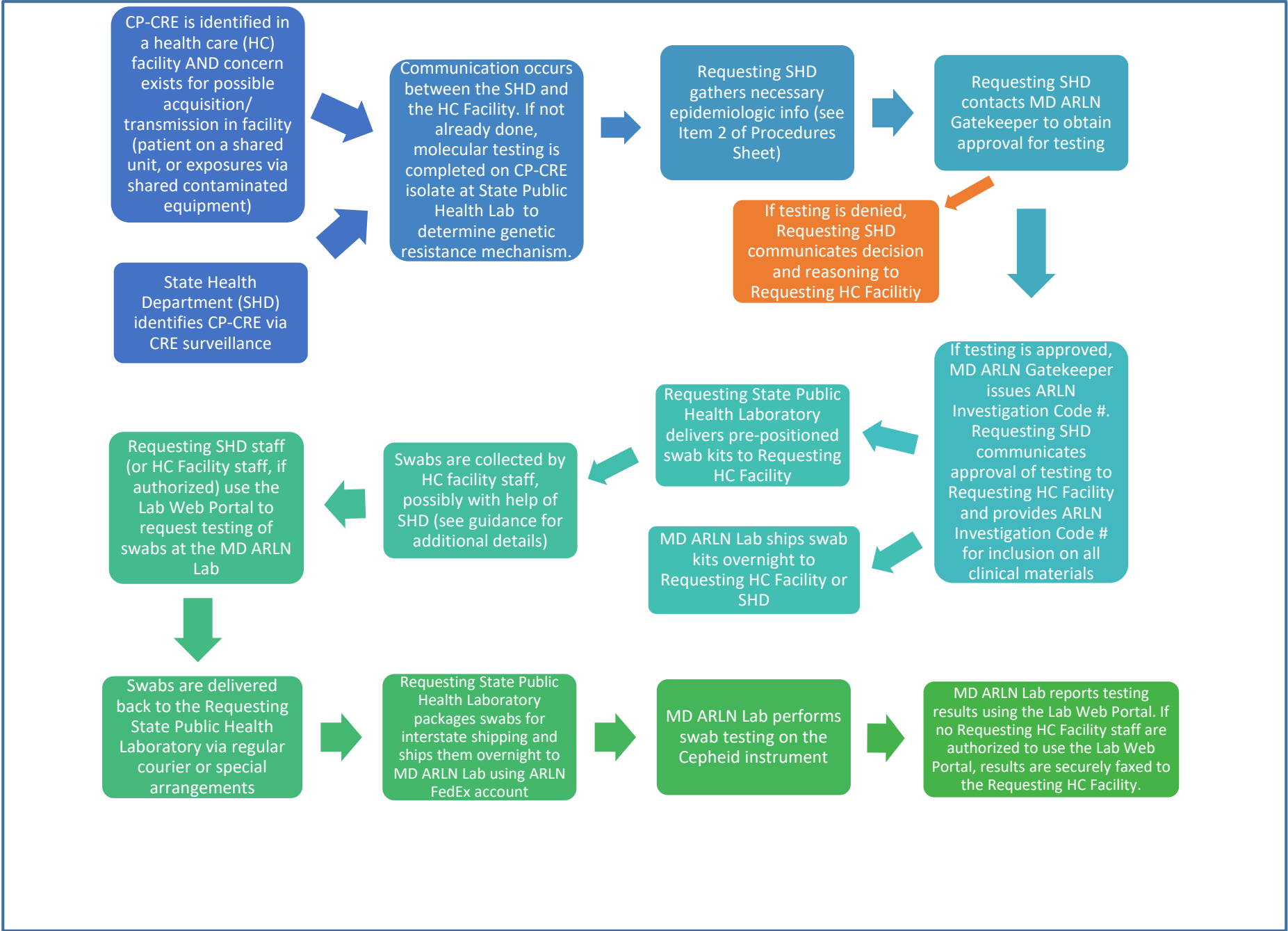


Maryland Department of Health Laboratories Administration
INSTRUCTIONS FOR SPECIMEN SUBMISSION FOR CRE COLONIZATION TESTING

1. **REQUEST AND APPROVAL FOR TESTING:** Contact your State or District of Columbia Health Department epidemiologists if you are considering CP-CRE colonization screening at a health care facility after the detection of epidemiologically important CP-CRE at that location. **Below is the contact information for HAI Epidemiologists from each jurisdiction and a flowchart of the process for requesting MD ARLN Laboratory assistance with CP-CRE colonization screening.**

Jurisdictional Health Department	Primary Point of Contact	Secondary Contact
Maryland (REGIONAL)	Elisabeth Vaeth Phone # 410-767-9843 Email: elisabeth.vaeth@maryland.gov	Richard Brooks Phone # 410-767-7395 Email: Richard.brooks@maryland.gov
Delaware	Judy Walrath Phone # 302-744-4877 Email: judy.walrath@state.de.us	Enyinnaya Merengwa Phone # 302-744-4801 Email: enyinnaya.merengwa@state.de.us
District of Columbia (D.C.)	Emily Blake Phone # 202-727-3919 Email: doh.hai@dc.gov	Jacqueline Reuben Phone # 202-442-5842 Email: doh.hai@dc.gov
North Carolina	Heather Dubendris Phone # 919-546-1654 Email: heather.dubendris@dhhs.nc.gov	Katie Steider Phone # 919-546-1712 Email: Katie.steider@dhhs.nc.gov
Pennsylvania	Cara Bicking Kinsey Phone # 717-787-3350 Email: cbickingki@pa.gov	Julie Paoline Phone # 717-787-3350 Email: c-jpaoline@pa.gov
Philadelphia	Tiina Peritz Phone # 215-685-6742 Email: tiina.peritz@phila.gov	Kristin Privette Phone # 215-685-6461 Email: kristin.privette@phila.gov
South Carolina	Patricia (Pat) Kopp Phone # 803-372-3146 Email: kopppe@dhec.sc.gov	Sandra Bandstra Phone # 803-896-0803 Email: bandstsj@dhec.sc.gov
Virginia	Sarah Lineberger Phone # 804-864-8135 Email: sarah.lineberger@vdh.virginia.gov	Shaina Bernard Phone # 804-864-8099 Email: shaina.bernard@vdh.virginia.gov
West Virginia	Alex Daniels Phone # 304-356-4023 Email: Alex.r.daniels@wv.gov	Lindsay Barr Phone # 304-558-3530 x2602 Email: Lindsay.r.barr@wv.gov



Note: Specimens can only be submitted to the ARLN Regional Laboratory for colonization testing if the jurisdiction’s health department approves the testing request and the Regional Laboratory confirms capacity to perform testing. An approved investigation code will be assigned and provided for each CRE colonization testing event. This investigation code will be used to uniquely identify the outbreak and initiate the testing process.

- OBTAINING SPECIMEN COLLECTION KITS:** Once testing has been approved, the stool swab collection kits with instructions can be obtained from your jurisdiction’s public health laboratory or the ARLN Regional Laboratory.

Find below the names and contacts of public health labs:

Jurisdictional Health Department	Laboratory Point of Contact	Secondary Contact(s)
Maryland (REGIONAL)	Dr. Robert Myers Robert.Myers-phd@maryland.gov	Niketa Jani Niketa.Jani@Maryland.gov Jonathan Johnston Jonathan.Johnston@Maryland.gov
Delaware	Debra Rutledge Debra.Rutledge@state.de.us	Gregory Hovan Gregory.Hovan@state.de.us
District of Columbia (D.C.)	Erin Jones Erin.Jones@dc.gov	Anthony Tran Anthony.tran@dc.gov
North Carolina	Shermalyn Greene Shermalyn.Greene@dhhs.nc.gov	
Pennsylvania	Lisa Dettinger ldettinger@pa.gov	Brigitte Husband bhusband@pa.gov
Philadelphia	Kerry Buchs Kerry.buchs@phila.gov	
South Carolina	Sandra Bandstra BANDSTSJ@dhec.sc.gov	
Virginia	LoToya Griffin-Thomas Lotoya.Griffin-Thomas@dgs.virginia.gov	
West Virginia	Christi Clark Christi.D.Clark@wv.gov	Lindsay Barr Lindsay.r.barr@wv.gov

The public health lab will provide you with the required number of specimen collection kits via local couriers, the local/state health department, or by FedEx shipment. Your jurisdiction's public health laboratory may be able to provide the kits sooner by using existing local courier services in your area. Alternatively contact the ARLN regional laboratory at mdphl.arln@maryland.gov or contacts as mentioned in the table above. The ARLN regional lab will make arrangements for the collection kits to be delivered to your facility by FedEx.

3. **OBTAINING ACCESS TO THE ETOR/LWP** (Electronic Test Order and Result/Lab Web Portal): (1) Go to <https://lwp-web.aimsplatform.com/md/#/login>. (2) Click on "New User." (3) Fill out all fields under "Account Details" and "Profile Details." In the "Organization" box, start to type the name of your organization to see if it is already available. (4) If your organization is not available, an option in red type, "add new organization" should pop up—click this, and fill in the Organization fields. (5) Agree to Terms of Use and Privacy Policy, and click "Create an account." (6) Await email saying that your access has been approved.

6. **SPECIMEN COLLECTION:** Specimens should be collected using the Cepheid dual-swab collection devices provided by your public health laboratory or the ARLN regional laboratory. Follow the specimen collection guideline illustration included in the specimen collection kit (see below). Swabs are typically collected by facility staff as part of routine daily care (ideally) or by qualified health department staff if necessary. The Requesting State Health Department may need to coordinate providing assistance with performing the rectal swabs to long term care facilities or other lower-skilled care settings. While detailed instructions will accompany the swab kits, we have found that it is very useful to have someone on-site to observe and reinforce procedures to avoid overloading the swabs, as well as to ensure that all swabs are properly labeled. Local health department staff nurses or epidemiologists may be a good option for deployment to the facility on the day of swabbing. Appropriately label the tube with ≥ 2 patient identifiers and seal the specimen and un-zip the biohazard specimen transport bag. Place each specimen tube in the provided sealable bag to prevent cross contamination. At least two patient identifiers **that match the patient identifiers on the test request form** are required to be written on the specimen collection tube to assure proper identification. Include the completed form (printed from the portal — see step #7 below) with the specimen.

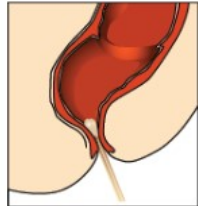
Rectal Swab Collection Instructions for CRE colonization screening

1



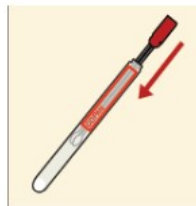
Use Cepheid Collection Device #900-0370 to collect rectal swab specimen.

2



Carefully insert both swab tips approximately 1 cm beyond the anal sphincter and rotate gently.

3



Place the swabs back into the original tube and seal it with a piece of Parafilm.

4



Swabs in transport tube can be stored at 15-28°C for up to 5 days. Label the specimen tube with Patient name, date of birth and date of collection.

5



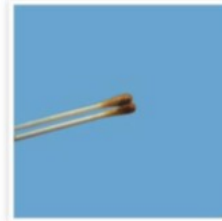
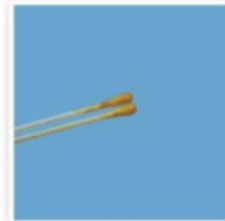
Place one transport tube into biohazard bag containing absorbent paper. Make sure the bag is fully sealed.

6

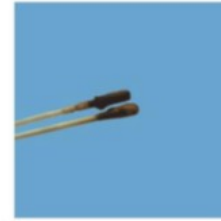


Place the completed test request form into the outer pocket of the bag containing the corresponding specimen.

Examples of Acceptable swabs for CRE colonization testing



Unacceptable - Too much specimen



7. **TEST ORDERING VIA ETOR/LWP:** (Please refer to **Appendix 2** for the detailed step by step instructions for ordering the test on the ETOR/LWP.) **Test ordering in the portal should ideally be done AFTER swabs have been collected, as orders cannot be deleted from the portal once entered (e.g. if a patient refused to be swabbed).** Briefly follow the steps as mentioned here: (1) Login using your user name and password on the portal at website: <https://lwp-web.aimsplatform.com/md/#/login> (2) Click on Test Order tab on the top left of the Home page (3) On the CRE Colonization Screening Requisition, fill in the Approved Investigation Code, your Public Health Department details (the field, “Public Health Department” should be automatically populated based on who is entering orders and can be a facility instead of a HD name), Health Care Facility details and patient demographics, date of collection, specimen type and other required fields (marked with a red asterisk *) as well as optional details if available. (3) Click on Submit. (4) After submitting an order, click “Copy Order” to avoid having to

re-enter facility information for each subsequent patient order. (5) Scroll down to “Patient Demographics,” click in the “Last Name” field (or the magnifying glass), and in the window that pops up, select “Add New” to enter the next patient. **DO NOT “Edit” previous patient information to enter a new patient.** (6) Go to the “All Specimens” tab and for each test ordered, click the magnifying glass icon under the “View Order” column to open a PDF of the requisition. Print a copy and include **the original copy** with the submitted swab specimen.

8. **PACKAGING AND SHIPPING:** Collected swabs can be packaged and shipped directly from the collecting facility, or they can be transported back to the jurisdictional health department for packaging and shipment. If swabs are not able to be shipped on the same day, they should be stored at room temperature (15-28 °C) and will remain good for up to 5 days.

PACKAGING: Rectal swab collection kits are classified as Category B Biological Substances in accordance with Department of Transportation (DoT) Hazardous Materials Regulations (49 CFR Part 171-180). Guidance for packaging samples in accordance with Category B Biological substance requirements can be found in the CDC/NIH publication, *Biosafety in Microbiological and BioMedical Laboratories, 5th edition*. Additional information about the DoT Hazardous Materials Transport Regulations can be found at <https://www.transportation.gov/pipelines-hazmat>. Please ensure that employees tasked with packaging and/or shipping swabs are properly trained. Please refer to the attached detailed packaging and shipping guidance as well (See **Appendix 3**).

SHIPPING: Access to a CDC ARLN FedEx account with instructions for use of the account will be provided by your public health partners or the ARLN regional laboratory. Refer to how TO USE ARLN FEDEX ACCOUNT guidance (See **Appendix 4**). Specimens should not be shipped over a weekend (i.e. on a Friday or Saturday) without express permission from the ARLN Laboratory.

Appropriately packaged specimens can be directly shipped at room temperature (15-28 °C) using the ARLN FEDEX account at the following address:

**Maryland Department of Health Laboratories Administration
Attn: ARLN Regional Lab
1770 Ashland Ave.
Baltimore, Maryland 21205**

Please notify the ARLN lab (mdph.arln@maryland.gov) when the specimens have been shipped and provide the FedEx tracking number.

9. **RECEIVING RESULTS:** The MD ARLN laboratory will report the testing results via the ETOR/Lab-Web portal. Facilities are strongly encouraged to register for a portal account, even if they are not submitting specimens to the portal themselves, to

have access to results. For further questions on testing and reports, please contact the MD ARLN Laboratory at mdphl.arln@maryland.gov.