

Maryland Department of Health Laboratories Administration (MDH Lab)
INSTRUCTIONS FOR ISOLATE SUBMISSION FOR ARLN TARGETED SURVEILLANCE TESTING

1. Prepare an agar slant (e.g. TSA, blood agar, etc.) with the isolate to be submitted for targeted surveillance testing. Please ship no more than 25 total isolates per month. Pre-printed numerical stickers will be provided for identification of isolates. Please label each specimen on the tube with one sticker and patient ID (MRN) and internal accession number for the isolate. Seal the slant with a piece of Parafilm or tape. Properly labelled samples may be packaged together in one bag/container.
2. MDH Lab will provide a monthly site-specific electronic spreadsheet corresponding to the numerical stickers mentioned above. Please complete all sections on the provided spreadsheet for each respective isolate. Please do not change any of the pre-filled info on the sheet (exception: If you are submitting fewer than 25 isolates, please delete any unused rows on the sheet before saving and submitting). **Please ensure that all sample IDs included on the electronic spreadsheet match those on the isolate tubes.** [Step-by-step instructions for completing and submitting the form can be found in the provided Template Upload Instructions document (Appendix 1)]. A sample electronic spreadsheet can be found in Appendix 2. Required demographic information for each sample is outlined below.

Required demographic information:

- Patient ID (MRN or other identifier)
- Collection date
- Facility accession number for isolate (submitter specimen ID)
- Specimen source type (fecal swab, urine, blood, etc...)
- Organism

Once data entry is complete, please save the file on your computer with extension “.xls” (and NOT “.xlsx”). Please do not change the name of the file. Then click on the link below and log-in with your MDPHL-provided credentials. Upload your file to the “IN” folder for your lab (example: “ARLN_YourHospitalName/IN”)

MDH Lab FTP site: <https://labsftp.dhmh.maryland.gov/thinclient/Login.aspx>.

3. Please print and enclose a copy of the completed electronic spreadsheet with the contents of each shipment that is submitted to MDH Lab facility. Please ship isolates early in the week (Monday-Wednesday) according to the shipping schedule outlined below. If you need to adjust your shipping week for a particular month, please reach out to the MD ARLN in advance if possible.
 - 1st week per month: West Virginia and North Carolina
 - 2nd week per month: South Carolina and Delaware
 - 3rd week per month: Maryland and D.C.
 - 4th week per month: Virginia and Pennsylvania

4. Isolates can be transferred within the U.S. 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 on DoT Hazardous Materials Transport Regulations can be found at <https://www.transportation.gov/pipelines-hazmat>. Appropriately packaged specimens can be shipped directly using the ARLN FEDEX account (Appendix 3) to the following address:

Maryland Department of Health Laboratories Administration

Attn: ARLN Regional Laboratory

1770 Ashland Ave

Baltimore, Maryland 21205