



Department:	Laboratory and Blood Bank (Microbiology)		
Document:	Internal Policy and Procedures		
Title:	Microbiology Laboratory Sample Processing		
Applies To:	All Laboratory Staff		
Preparation Date:	January 02, 2025	Index No:	LB-IPP-080
Approval Date:	January 16, 2025	Version :	2
Effective Date:	February 16, 2025	Replacement No.:	LB-IPP-080 (1)
Review Date:	February 16, 2028	No. of Pages:	02

1. PURPOSE:

- 1.1 To establish system and set responsibilities for microbiology laboratory sample processing.

2. DEFINITIONS:

N/A

3. POLICY:

- 3.1 All culture & gram stain specimens are received in Microbiology Lab.
- 3.2 Specimens are checked for rejection/ acceptance in microbiology unit.
- 3.3 Positive cultures are notified to requesting physicians, infection Prevention and Control department (IPCD) & public health department accordingly.

4. PROCEDURE:

4.1 Samples received at microbiology unit includes:

- 4.1.1 Blood cultures
- 4.1.2 C.S.F. & other body fluids for cultures
- 4.1.3 Urine, stool, rectal swab & gastric Lavage
- 4.1.4 Throat swabs, sputum & other respiratory samples
- 4.1.5 Swabs & tissues from different part of the body
- 4.1.6 Pus, aspirates, drainage & secretions for culture
- 4.1.7 Direct Gram stain for CSF
- 4.1.8 Screening samples for MRSA, acinetobacter & candida auris.
- 4.1.9 Water & Other screening samples

4.2 At first, samples are checked for acceptance/ rejection.

4.3 Accepted samples are given internal laboratory number and registered in the corresponding book.

4.4 For cultures, the responsible personnel processes the samples as follow:

4.4.1 By technician/ technologist:

- 4.4.1.1 Receipt & inoculation of the specimen on different media according to the type of specimen.
- 4.4.1.2 Gram staining for specimens.
- 4.4.1.3 Incubation of media under appropriate condition.
- 4.4.1.4 Keeping the samples on bench for another 48 hours.
- 4.4.1.5 Verifying all tests requested have been performed before discarding of specimens.
- 4.4.1.6 Release of all negative blood culture results (both the preliminary result; after 48 hours & the final; after 5 days incubation).
- 4.4.1.7 Loading of blood vials in corresponding instruments
- 4.4.1.8 Loading of any positive specimen for organism identification & antibiotic sensitivity

4.4.2 C. pathologist:

- 4.4.2.1 Reading the inoculated plates for any growth & process accordingly.

- 4.4.2.2 Reading gram stains (direct & culture smears).
- 4.4.2.3 Interpretation & release of results.
- 4.4.2.4 Perform other diagnostic methods (catalase, oxidase,.... etc.)
- 4.4.2.5 Notification of positive panic & significant results.

5. MATERIAL AND EQUIPMENT:

N/A

6. RESPONSIBILITIES:

- 6.1 Assigned Technician for Microbiology
- 6.2 Clinical Pathology Specialist/ Consultant

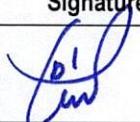
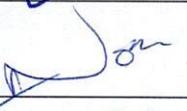
7. APPENDICES:

N/A

8. REFERENCES:

- 8.1 Clinical Microbiology Procedures Handbook, American Society of Microbiology, Washington DC, 2005.
- 8.2 Procedure Manual, Toronto Medical laboratories / Mount Sinai Hospital department of microbiology, P.R. Murray, E.J. Baron, M.A. Pfaller, R.H. Yolken. 2003.
- 8.3 Manual of Clinical Microbiology, 8th ed. ASM Press, Washington, D.C. H.D. Izenberg. 2003.
- 8.4 Bailey & Scott's Diagnostic Microbiology. Finegold & Baron; 12th. Ed.2007, C.V. Mosby Co. p. 301.

9. APPROVALS:

	Name	Title	Signature	Date
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