Laboratory Response Network Bioterrorism Client Services Manual

VERSION 1.0

Effective Date:
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Dallas County Health and Human Services

Laboratory Division

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Location to be Performed:	DCHHS Laboratory Division and Submitting Facilities

This standard operating procedure is for a:

☒ Specific Laboratory Procedure or Experiment

☐ Generic Good Laboratory Practice Procedure

☐ Generic Instrument Operation Procedure

Approved By	Print Name	Signature	Date
General Supervisor:	Joey Stringer	JStringer	7/14/2023
LRN Supervisor	Alexandra Portman		7/14/2023
Quality Coordinator:	Sean Berno		07-14-23
Laboratory Director:	Luke C. Short, Ph.D., HCLD (ABB)		7/17/23

Laboratory Director Biennial Review

Initial	Date	Initial	Date	Initial	Date

DATE	Version	DESCRIPTION OF CHANGE	Sect, Page #
June 7, 2023	1.0	Document Creation	All

TABLE OF CONTENTS

1. General Information

1.1 Mission Statement

The Mission of the Laboratory is to provide a comprehensive program of diagnostic and analytical laboratory services to support the prevention, surveillance, control, and diagnosis of communicable diseases and emerging biological threats of public concern. The goal of the DCHHS Laboratories is to provide accurate, reliable, and timely test results with an emphasis on excellent community service.

1.2 Facility Location

Laboratory Division

Dallas County Health and Human Services

2377 N. Stemmons Fwy. Basement, Suite 003

Dallas, TX 75207

LRN 24/7 Phone: (214) 677 - 7876

1.3 Days & Hours of Operation

Daily: 8:00 AM to 4:30 PM

Monday through Friday

Annually Observed Holidays

MLK Birthday	Labor Day
Memorial Day	Thanksgiving Holiday
Juneteenth	Christmas Holiday
Independence Day	New Year's Day

1.4 Administrative Staff Directory

Senior Management	
Luke C. Short, Ph.D., HCLD (ABB) | PHL Director	(214) 819 - 6375
Kayle Cirrincione | Health & Safety Manager	(972) 692 - 2712
David A. Silva, MS, DLM(ASCP)^{CM} | Quality Manager	(972) 692 - 2763
David J. Stringer | General Laboratory Supervisor	(972) 692 - 2762

Supervisory Staff

Alexandra Portman | LRN/Bioterrorism Coordinator (972) 692 - 2708

1.5 Laboratory Bulletins and Memorandums

The Laboratory Response Network will issue bulletins or memorandums to health providers and staff of registered Sentinel Laboratories as needed via email and fax distribution. These notifications will include updated information on test ordering, specimen requirements, new instrumentation, changes in reference ranges, regulatory issues, and many other topics of concern to the relevant physicians and staff. These bulletins and memorandums are an ongoing communication tool to provide submitters with current information on laboratory services.

1.6 Interruption of Services

Clients and health providers will be notified via email, phone, or fax of any planned or unplanned events that directly affect consistent laboratory services.

Planned events typically will result in short – term halting of services, such as observation of holidays, facility improvement or extended in – service training.

Unplanned events may cause interruption, suspension, or termination of part or all the laboratory's services. These events could result from a shortage or discontinuation of testing reagents and supplies, variable grades of damage to facility or equipment, or other catastrophic events.

In the event of sample submission during a planned or unplanned event, please contact the 24/7 phone line for instructions.

24/7 Phone: 214 - 677 - 7876

1.7 Reference Laboratory

The DCHHS LRN Laboratory may perform confirmatory testing at the request of submitter. Additional information such as patient demographics and diagnostic testing history may be required.

Requests for testing not performed by the DCHHS Laboratory are sent to a reference laboratory that is:

(a) Approved by the Texas Department of State Health Services or Center of Disease Control and Prevention

(b) Acceptable to the DCHHS PHL Director

(c) Acceptable to the providing hospital or clinic

Most reference testing is sent to the Texas Department of State Health Services Laboratory or Centers for Disease Control and Prevention.

1.8 Sentinel Laboratory

Sentinel laboratories play a key role in the early detection of biological agents by providing routine diagnostic services, rule-out, and referral steps in the identification process. These laboratories can evaluate whether samples should be sent to an LRN reference laboratory for further testing.

DCHHS LRN-B Clients must be considered an LRN Sentinel Laboratory and/or be authorized to submit samples by the DCHHS PHL Director and the LRN/Bioterrorism Coordinator.

The LRN works with the American Society for Microbiology and state public health laboratory directors to ensure that sentinel laboratories, such as private and commercial laboratories, are part of the Laboratory Response Network.

2. Test Menu

2.1 Definitions

The following items are defined for each of our test menu items.

Analyte	The target material being detected and identified during testing
APHL	Association of Public Health Laboratories
ASM	American Society for Microbiology
CHOC	Chocolate Agar
Collection Containers	Acceptable containers for collecting and transporting the specimen.
Intended Use	The objective intent or purpose of the diagnostic assay
Limitations	Circumstances or conditions known to directly impact the accuracy of test results.
LRN	Laboratory Response Network
LRN-B	Laboratory Response Network - Biological
Panel	Name of the testing system/platform
PHL	Public Health Laboratories
Reference Range	Typical result from a biological reference population (presumed healthy)
SBA	Sheep's Blood Agar
Sentinel Laboratory	A certified laboratory that meets the required responsibilities and duties as laid out by the APHL. Follows all ASM protocols for Sentinel Laboratories.
Specimen Type	Acceptable sample of biological origin intended for examination
Spp.	Species
Transportation	Required conditions for maintaining quality of the specimen during shipping and transportation, inspected upon receipt for acceptability.
Volume	Requisite amount of specimen for testing, and retesting if necessary

2.2 LRN Test Menu

1. *Bacillus anthracis*
2. Brucella spp
3. Burkholderia spp.
4. Ebola
5. *Francisella tularensis*
6. Marburg
7. Non-variola Orthopox
8. Orthopox
9. *Yersinia pestis*

1. *Bacillus anthracis*	
Test Name	*Bacillus anthracis* Rule-out
Target	*In vitro* qualitative detection *Bacillus anthracis*
Method	Real- Time Polymerase Chain Reaction and Conventional Culture Methods
Intended Use	Qualitative detection of *Bacillus anthracis* from cell culture isolates submitted to a Laboratory Response Network (LRN) reference laboratory
Reference Range	Negative for *Bacillus anthracis* Negative for *Bacillus anthracis*
Specimen Type	Isolate
Volume/Quantity	Sufficient growth on culture to allow for reference lab testing
Collection Container	SBA, CHOC, or other growth medium in either a plate or slant format
Transportation	Send unknown clinical isolates for testing at the LRN reference laboratory at ambient temperature (15°C to 30°C) as a Category B agent. **IMPORTANT**: The PHL will perform a temperature check of the secondary transport container (*i.e.,* insulated transport bag) to ensure compliance and will reject samples outside of the required temperature.

2. Brucella spp.	
Test Name	Brucella Rule-out
Target	*In vitro* qualitative detection Brucella species
Method	Real- Time Polymerase Chain Reaction and Conventional Culture Methods
Intended Use	Qualitative detection of Brucella species from cell culture isolates submitted to a Laboratory Response Network (LRN) reference laboratory
Reference Range	Negative for Brucella spp.
Specimen Type	Isolate
Volume/Quantity	Sufficient growth on culture to allow for reference lab testing
Collection Container	SBA, CHOC, or other growth medium in either a plate or slant format
Transportation	Send unknown clinical isolates for testing at the LRN reference laboratory at ambient temperature (15°C to 30°C) as a Category B agent. **IMPORTANT**: The PHL will perform a temperature check of the secondary transport container (*i.e.,* insulated transport bag) to ensure compliance and will reject samples outside of the required temperature.

3. Burkholderia spp.

Test Name	Burkholderia Rule-out
Target	*In vitro* qualitative detection of the Burkholderia species
Method	Real- Time Polymerase Chain Reaction and Conventional Culture Methods
Intended Use	Qualitative detection of Burkholderia species from cell culture isolates submitted to a Laboratory Response Network (LRN) reference laboratory
Reference Range	Negative for *Burkholderia mallei/ Burkholderia pseudomallei*
Specimen Type	Isolate
Volume/Quantity	Sufficient growth on culture to allow for reference lab testing
Collection Container	SBA, CHOC, or other growth medium in either a plate or slant format
Transportation	Send unknown clinical isolates for testing at the LRN reference laboratory at ambient temperature (15°C to 30°C) as a Category B agent. **IMPORTANT**: The PHL will perform a temperature check of the secondary transport container (*i.e.,* insulated transport bag) to ensure compliance and will reject samples outside of the required temperature.

4. Ebola Virus

Test Name	Other Select Agent Rule-out
Target	*In vitro* qualitative detection Ebola virus RNA
Method	Real- Time Polymerase Chain Reaction
Intended Use	Qualitative detection of Ebola virus from whole blood samples submitted to a Laboratory Response Network (LRN) reference laboratory
Reference Range	Ebola virus RNA not detected
Specimen Type	Whole Blood
Volume/Quantity	4 mL for adult patients (1 mL for pediatric patients)
Collection Container	Two (2) EDTA vials
Transportation	1. **Refrigerate** (2°C to 8°C) specimens **WITHIN AN HOUR** after collection 2. Send one (1) refrigerated sample (2°C to 8°C) as a Category A agent with cold packs within 7 days of collection to DCHHS 3. Send one (1) sample on dry ice as a Category A agent within 7 days of collection to the CDC Viral Special Pathogens Branch. **IMPORTANT**: The PHL will perform a temperature check of the secondary transport container (*i.e.,* insulated transport bag) to ensure compliance and will reject samples outside of the required temperature.
Sample Notes	A consult with the CDC (770-488-7100) and regional epidemiologist is required prior to submission. Please note, the CDC must give permission prior to performing the test.

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5. *Francisella tularensis*	
Test Name	Francisella Rule-out
Target	*In vitro* qualitative detection of *Francisella tularensis*
Method	Real- Time Polymerase Chain Reaction and Conventional Culture Methods
Intended Use	Qualitative detection of *Francisella tularensis* from cell culture isolates submitted to a Laboratory Response Network (LRN) reference laboratory
Reference Range	Negative for *F. tularensis*
Specimen Type	Isolate
Volume/Quantity	Sufficient growth on culture to allow for reference lab testing
Collection Container	SBA, CHOC, or other growth medium in either a plate or slant format
Transportation	Send unknown clinical isolates for testing at the LRN reference laboratory at ambient temperature (15°C to 30°C) as a Category B agent. **IMPORTANT**: The PHL will perform a temperature check of the secondary transport container (*i.e.,* insulated transport bag) to ensure compliance and will reject samples outside of the required temperature.

6. Marburg Virus

Test Name	Other Select Agent Rule-out
Target	*In vitro* qualitative detection Marburg virus RNA
Method	Real- Time Polymerase Chain Reaction
Intended Use	Qualitative detection of Marburg virus from whole blood samples submitted to a Laboratory Response Network (LRN) reference laboratory
Reference Range	Marburg virus RNA not detected
Specimen Type	Whole Blood
Volume/Quantity	4 mL for adult patients (1 mL for pediatric patients)
Collection Container	Two (2) EDTA vials
Transportation	1. **Refrigerate** (2°C to 8°C) specimens **WITHIN AN HOUR** after collection 2. Send one (1) refrigerated sample (2°C to 8°C) as a Category A agent with cold packs within 7 days of collection to DCHHS 3. Send one (1) sample on dry ice as a Category A agent within 7 days of collection to the CDC Viral Special Pathogens Branch. **IMPORTANT**: The PHL will perform a temperature check of the secondary transport container (*i.e.,* insulated transport bag) to ensure compliance and will reject samples outside of the required temperature.
Sample Notes	A consult with the CDC (770-488-7100) and regional epidemiologist is required prior to submission. Please note, the CDC must give permission prior to performing the test.

7. Non-variola Orthopox

Test Name	Non-variola Orthopox
Target	*In vitro* qualitative detection Non-variola *Orthopoxvirus* DNA
Method	Real- Time Polymerase Chain Reaction (RT-PCR)
Intended Use	Qualitative detection of Non-variola *Orthopoxvirus* from human pustular or vesicular rash specimens and viral cell culture lysates submitted to a Laboratory Response Network (LRN) reference laboratory
Reference Range	Non-variola *Orthopoxvirus* DNA not detected by real-time PCR
Specimen Type	Multiple Dry Swab(s) from lesions collected from different locations on the body and/or from lesions with differing appearances
Volume/Quantity	Two (2) dry Swabs collected from the same lesion
Collection Container	Sterile, Dry Synthetic Swab (*i.e.,* polyester, nylon, or Dacron) with a plastic, wood, or thin aluminum shaft. (Any type of shaft is acceptable as long as it can be broken or cut.) **DO NOT USE** cotton swabs DO NOT ADD or STORE in viral or universal transport media
Transportation	1. **Refrigerate** (2°C to 8°C) or **freeze** (-20°C or lower) specimens **WITHIN AN HOUR** after collection 2. Send refrigerated samples (2°C to 8°C) as a Category B agent with cold packs 3. Send frozen samples (-20°C or lower) as a Category B agent using dry ice **IMPORTANT**: The PHL will perform a temperature check of the secondary transport container (*i.e.,* insulated transport bag) to ensure compliance and will reject samples outside of the required temperature.

8. Orthopox

Test Name	Other Select Agent Rule-out
Target	*In vitro* qualitative detection *Orthopoxvirus* DNA
Method	Real- Time Polymerase Chain Reaction
Intended Use	Qualitative detection of *Orthopoxvirus* from human pustular or vesicular rash specimens and viral cell culture lysates submitted to a Laboratory Response Network (LRN) reference laboratory
Reference Range	*Orthopoxvirus* DNA not detected by real-time PCR
Specimen Type	Multiple Dry Swab(s) from lesions collected from different locations on the body and/or from lesions with differing appearances
Volume/Quantity	Two (2) dry Swabs collected from the same lesion
Collection Container	Sterile, Dry Synthetic Swab (*i.e.,* polyester, nylon, or Dacron) with a plastic, wood, or thin aluminum shaft. (Any type of shaft is acceptable as long as it can be broken or cut.) **DO NOT USE** cotton swabs DO NOT ADD or STORE in viral or universal transport media
Transportation	1. **Refrigerate** (2°C to 8°C) or **freeze** (-20°C or lower) specimens **WITHIN AN HOUR** after collection 2. Send refrigerated samples (2°C to 8°C) as a Category B agent with cold packs 3. Send frozen samples (-20°C or lower) as a Category B agent using dry ice **IMPORTANT**: The PHL will perform a temperature check of the secondary transport container (*i.e.,* insulated transport bag) to ensure compliance and will reject samples outside of the required temperature.
Sample Notes	A consult with the CDC (770-488-7100) and regional epidemiologist is required prior to submission, and CDC has given permission to test.

Yersinia pestis	
Test Name	*Yersinia pestis* Rule-out
Target	*In vitro* qualitative detection *Yersinia pestis*
Method	Real- Time Polymerase Chain Reaction and Conventional Culture Methods
Intended Use	Qualitative detection of *Yersinia pestis* from cell culture isolates submitted to a Laboratory Response Network (LRN) reference laboratory
Reference Range	Negative for *Y. pestis*
Specimen Type	Isolate
Volume/Quantity	Sufficient growth on culture to allow for reference lab testing
Collection Container	SBA, CHOC, or other growth medium in either a plate or slant format
Transportation	Send unknown clinical isolates for testing at the LRN reference laboratory at ambient temperature (15°C to 30°C) as a Category B agent. **IMPORTANT**: The PHL will perform a temperature check of the secondary transport container (*i.e.,* insulated transport bag) to ensure compliance and will reject samples outside of the required temperature.

3. Specimen Labeling Requirements

All specimens and their containers received at DCHHS Laboratory Division MUST BE:

1) **Identified with an unobstructed electronically generated or hand – printed label soliciting the following information.**

   (a) **Patient FULL FIRST and LAST NAME**

      (I) **IMPORTANT** – *Ensure the test requisition and specimen label of patients with multiple names or hyphenated names match and are in the same order. Specimens with errors or discrepancies may be rejected and discarded.*

      (II) **NOTE** – *Middle names may be abbreviated with a single letter. Discrepancies in abbreviated middle names will delay reporting, pending supervisory review*

   (b) **AT LEAST one additional unique identifier from the following list:**

      (I) **Date of Birth (recommended)**

      (II) **Medical Record Number such as an EMR number**

   (c) **Location of Lesion** (Non - variola Orthopoxvirus or Orthopoxvirus ONLY)

2) Not conflicting with information provided by the Test Requisition

3) Additional Considerations

   (a) The Label must be affixed to the outside of the container by the submitter.

   (b) If the provider produces labels with information on specimen type, the provider must ensure the correct label is placed onto the correct specimen, especially in instances where multiple specimens may be collected, and multiple labels produced. Inconsistences may cause delays.

4. Test Requisitions

4.1 Submission Approval

1) All samples must have a consultation with the LRN/BT Coordinator or designee prior to sample requisition on LabOnline.

Senior Management	
Kayle Cirrincione | Health & Safety Manager	(972) 692–2712
David J. Stringer | General Laboratory Supervisor	(972) 692-2762
Supervisory Staff	
Alexandra Portman | LRN/BT Coordinator	(972) 692-2708
24/7 Phone	(214) 677-7876

2) Consultation information includes Sentinel Laboratory test results, patient demographic, and requested test to be performed.

3) Samples not found congruent with Select Agent characteristics may be declined to be tested by the Reference LRN.

   (a) Refer to ASM guidelines for Select Agent Rule/Out testing by the Sentinel Laboratories

4.2 Information required for test requisition

Sentinel Laboratories will submit approved test orders using LabOnline. Reference the ***DCHHS LabOnline Help Guide*** for instructions on using the LabOnline Portal.

In the event of LabOnline being inoperable or a test system not being available on the LabOnline Portal for ordering, Sentinel Laboratories MUST SUBMIT an Official DCHHS Laboratory Test Requisition(s) with EACH submitted patient specimen.

All Test Requisitions MUST SOLICIT the following patient information:

1) **Patient's FULL FIRST and LAST name, or another unique identifier**

   (a) **NOTE:** The unique identifier on the tube must match the unique identifier on the requisition.

2) **Date of Birth**

3) **Biological Sex**

4) **Patient's Address**

5) **Clinic or hospital address and phone number**

6) **Collecting Health Provider**

7) **Specimen source of collection (*e.g.*, whole blood, serum, rectal or urethral swab, *etc.*)**

8) **Date of Collection**

9) **Time of Collection is REQUIRED for the following specimens**

   (a) Whole Blood

   (b) Nasopharyngeal

10) Additional information involving specimen preparation may be required and will be indicated when appropriate (*e.g.*, incubation time, *etc.*).

4.3 Placing Test Orders to the DCHHS Laboratory

All LRN Reference Laboratory assays are available and exclusively use LabOnline Portal to place electronic orders. A completed LabOnline Client Request Form will be required to configure submitter access on the LabOnline Portal. New submitters should contact the following email to obtain a Client Request Form and an account:

DCHHS-PHL.Services@dallascounty.org

Instructions for navigating DCHHS LabOnline Portal is described in the ***LabOnline Help Guide***

NOTE: To comply with all laws and regulations concerning protected health information, it is advisable to notify the DCHHS Laboratory of any staffing changes within the Sentinel Laboratories and verify the up-to-date contact information for releasing preliminary and final reports.

4.4 Chain of Custody

A chain of custody form can be found after a sample is submitted in the LabOnline Portal via the provided link. All samples submitted to the LRN Reference Laboratory must have a chain of custody form included with the submission that has been signed by the individual responsible for packaging the sample for transport.

5. Primary Specimen Container

5.1 Specimen Container

1) The Submitter must select the correct collection container as dictated by the diagnostic assay requested.

2) All containers or items used in the collection of specimens must be inspected for **expiration date**. Do not use supplies to collect patient specimens if they are expired. Remove all expired materials from your stock and reorder supplies or request fresh supplies from the Laboratory.

   NOTE: If a specimen is submitted in an expired primary container, it will be rejected and given an **UNSATISFACTORY** result.

3) **IMPORTANT** – Several required collection containers require different storage environments when NOT in-use versus after specimen collection. It is the responsibility of the submitter to monitor and maintain records of temperature requirements for storage environments:

5.2 Infection Control

1) Standard precautions MUST be used when handling any clinical specimen.

2) Specimens submitted to the Laboratory MUST be:

   (a) **Tightly sealed with Parafilm (or equivalent) to ensure the integrity of the specimen and avoid contamination and spillage.**

   (b) **Submitted in a sealed biohazard bag with accompanying paperwork in outer pocket of the biohazard bag and separated from the specimen.**

6. Specimen Transportation

1) IMPORTANT: Prior to specimen transport, the Sentinel Laboratory is REQUIRED to notify the LRN Reference Laboratory. If notification is made via email, a confirmation email from DCHHS LRN staff is required prior to specimen transport.

Senior Management	
Kayle Cirrincione | Health & Safety Manager	(972) 692–2712
David J. Stringer | General Laboratory Supervisor	(972) 692-2762
Supervisory Staff	
Alexandra Portman | LRN/BT Coordinator	(972) 692-2708
24/7 Phone	(214) 677-7876
DCHHS LRN Email	DCHHS.LRNB@dallascounty.org

2) When notifying the LRN Reference Laboratory, the following information is required:

   (a) Suspected organism for rule-out testing

   (b) Estimated time of arrival for the sample at DCHHS

3) Deliver all specimens to:

Laboratory Division - LRN

Dallas County Health and Human Services

2377 N. Stemmons Fwy. Basement, Suite 003

Dallas, TX 75207

NOTE: All samples must be delivered between 8AM-4:30PM, unless special arrangements have been made for after-hours delivery.

4) The LRN staff performs an initial inspection of the submitted specimens ensuring the following:

   (a) Temperature of the specimen was maintained during shipping

   (b) No expired, leaking, or broken collection containers are present

   (c) Accompanying test requisitions and chain of custody are present

5) It is recommended that **all** patient- related samples are sent along with the specimen for rule-out testing unless an autoclave is available at the Sentinel Laboratory facility.

7. Specimen Rejection

7.1 General Policy

1) The LRN Reference Laboratory will designate specimens and test requests as **UNSATISFACTORY** if the specimen, the collection container and/or test requisition do not meet the requirements in Section 2 (Test Menu) and/or Section 3 (Specimen Labeling Requirements).

2) The Laboratory will not process, test, or report results if the specimen is unsatisfactory.

7.2 Delayed Testing

1) The submitter may rectify specimens designated as Unsatisfactory in the following situations:

   (a) Contact has not been made with the LRN Laboratory prior to sample arrival

   (b) DCHHS Test Requisition or Chain of Custody is absent

   (c) Test Requisition is missing **REQUIRED** patient and submitter information.

2) The Laboratory will notify the Submitter with one telephone call to a designated point of contact and hold specimens for 24 hours if deemed Unsatisfactory.

   (a) If the point of contact is absent, the Laboratory will leave a generic voicemail that does not specify patient information.

3) It is the responsibility of the Submitter to call the LRN at 214-677-7876 to correct the deficiency within the 24 – hour holding period.

4) The Sample will be discarded if:

   (a) The submitter fails to correct the deficiency in the required time, or

   (b) The specimen expires during the 24-hour holding period

   (c) The specimen falls out of the stability window for the test being requested during the 24-hour hold.

5) In these situations, the submitter must recollect and resubmit another specimen.

7.3 Automatic Rejection

1) The Laboratory will automatically designate specimens as **UNSATISFACTORY** and discard them for the following reasons.

   (a) Unlabeled specimen collection container or microscope slide

(b) **INCORRECT, ILLEGIBLE,** and **INCOMPLETE** patient information on the container or microscope slide label.

(c) Incorrect specimen type

(d) Specimens received outside of the time of stability for the ordered test.

(e) Inappropriate specimen container for the diagnostic assay requested.

(f) Underfilled or overfilled containers.

(g) Unsecured/Leaking container.

(h) Expired collection container

Note: Collection devices expiring the day after collection are typically acceptable. Consult with the Laboratory if this occurs.

(i) Improperly shipped, stored, or prepared specimens at requisite temperatures or conditions.

(j) Test sample degradation resulting in the inhibition of its testing.

8. Laboratory Reports

1) Select Agent Testing

(a) Preliminary Test Results will be available within **ONE (1) to THREE (3) BUSINESS DAYS** of sample receipt.

(b) Confirmatory Testing will be available within **TWO (2) WEEKS** of sample receipt.

(I) In the event that a sample must be referred to the Texas Department of State Health Services or the Center for Disease Control for either confirmatory testing or a positive result from testing at the LRN Reference Laboratory, test results may take longer than the designated two-week window.

2) Reports will be issued via the LabOnline portal and by email if requested.

9. Additional Information

9.1 Updates on Test Results

1) Paper Test Requests: Submitters seeking information or updates on specific laboratory test results beyond Laboratory's turn-around-times should call the LRN 24/7 Phone (214) 677-7876 for assistance.

2) LabOnline Electronic Test Reports – Refer to the ***DCHHS LabOnline Help Guide*** for information on navigating LabOnline Portal and retrieving final reports.

9.2 Inquiry

1) Comments and questions should be directed to the LRN/Bioterrorism Coordinator at (214) 677-7876.

9.3 Select Agent Reporting and Compliance

1) In the event of a positive result from confirmatory testing for a Select Agent as identified by the Federal Select Agent Program:

   (a) The LRN Reference Laboratory will advise Sentinel Laboratories on the completion of all required forms (*e.g.,* Forms 2, 3, and 4). These forms must be completed within **7 days** of a confirmed identification, unless otherwise specified.

   (b) Any clinical samples remaining at the Sentinel Laboratory must be destroyed within **7 days** of a confirmed identification.

      (I) The LRN Reference Laboratory can advise on proper transport or destruction of all samples by calling (214) 677 - 7876.

10. References

1) GP44-A4: Procedures for the Handling and Processing of Blood Specimens for Common Laboratory Tests; Approved Guideline – Fourth Edition *Clinical and Laboratory Standards Institute (CLSI)*, 2010.. Vol. 30(10), pp.6-7.

2) "Collection, Storage and Shipment of Specimens for Laboratory Diagnosis and Interpretation Of Results". 2010, p. Annex 3.