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| SOP –Mumps Sample Packing and Transportation to PHRL-KMU. |
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Public Health Reference Laboratory (PHRL) is committed to provide quality services for disease surveillance through Integrated Disease Surveillance and Response (IDSR) in Khyber Pakhtunkhwa province.

1. **Purpose**

To describe the laboratory procedures for Mumps Sample Packing and Transportation to PHRL, KMU.

1. **Scope**

These Standard Operating Procedures provide a template agreed by PHRLs that is essential for guiding responses to infectious disease outbreaks by public health practitioners, epidemiologists and clinicians.

1. **Responsibility**
	1. Doing: Lab in charge/Team lead/Technicians.
	2. Checking/Reporting: Consultants/Reporting group.
	3. All trained personnel are responsible to handle and test samples suspected of containing Mumps.
	4. Laboratory Director/Senior Administrator are responsible for the approval, implementation, validation, maintenance and review of this procedure.
2. **Procedure**
	1. **Specimen Packing and Transportation**
		1. Samples container (blood/sera tubes) must be properly labelled with double identification marks i.e. NAME & Sample ID perfectly reflecting the excel sheet attached.
		2. Absorbent materials should be in sufficient quantity to absorb the entire liquid content if the primary container (s) leak.
		3. Leak proof secondary container, cushioning material e.g. bubble wrap, tape to seal the outer package (if required).
		4. Excel sheets of the samples must be double checked for any duplication, in case of similarity in names.
		5. Laboratory form or letter describing the main epidemiological and clinical findings and the lab tests that are required
		6. Make sure that samples must be sorted in small groups of 05-10/ bag, with individual requisition/Referral form for all samples attached/inserted in the pocket.
		7. After collection and packaging the sample, it must be immediately sent to PHRL-KMU.
		8. Receiver name, address and telephone number.
	2. **Specimen Rejection Criteria**
		1. If specimen does not meet acceptable criteria it may be rejected by the laboratory. The following are criteria used for the possible rejection of specimens:
		2. Specimen improperly labeled as to the patient identity (as per above criteria)
		3. Patient identification mismatched between specimen and requisition form/ excel sheet data.
		4. Improper collection container i.e., leakage or broken sample tube or container.
		5. Sample collection date is older than 7 days from the date of receiving.
		6. Improperly transported (i.e., not on required temperature)
		7. Specimen contaminated with biological hazardous material.

**General Notes**

* All Labs can coordinate and follow-up the results on 091-9219651 and each Lab are expected to maintain complete record of samples sending, results and communication with PHRL focal person.
* For any further assistance Mr. Abdul Qadoos khan (Lab Technologist) may be contacted through email:aqkhan.kmu@gmail.com