



**Directorate of Laboratory Medicine.  
UK Health Security Agency  
Birmingham Heartlands and Solihull Hospital.**

**NHS**  
University Hospitals Birmingham  
NHS Foundation Trust

**Specimen Labelling:** All specimens must be fully and correctly labelled with the patients full name, registration / NHS number and date of birth.

**Completing the form:** All the patient details must be completed. Sample and request details must be legible

Samples / requests which do not meet the required criteria set by the directorate will be rejected. Reports will only be issued where a valid location is stated

**Clinical details must be completed:** including contact with animals/livestock, travel history, insect bites, pyrexia and drinking unpasteurised milk.

**Contacting the Laboratory:**

Microbiology enquiries. 07:00 to 20:00 hrs – Monday to Friday.  
08:00 to 16:00 hrs - Saturday to Sunday  
Telephone number 0121 424 3111

For full range of assay availability, advice regarding selection of tests and on contacting the laboratory, see the on line Laboratory Medicine handbook available at:

<http://www.heftpathology.com/>

**Please Note: It remains the responsibility of the requestor to review the results of investigations on their patients. In line with Royal College of Pathologists guidance on the reporting of markedly abnormal laboratory tests, the laboratories will telephone certain abnormal results. Refer to the Laboratory Handbook for a full listing.**

**Results will not be given to patients or relatives under any circumstances**

**Common Sample Tubes:**

Swabs for bacterial culture (M, C&S) = Pink liquid swab  
Swabs for Virology = Green liquid swab  
Urines for culture (M, C&S) = Red top 10ml tube  
Faeces = White or blue top tube

Chlamydia samples = Aptima tubes  
Serology = Red top blood tube  
Blood for molecular tests = Purple top blood tube  
Fluids and Sputum = White top tube

**Health and Safety:**

Do dispose of sharps safely.

Do use recommended containers only.

Do seal all specimen containers in appropriate bags. Do not use staples.

Only place specimen containers from one patient in the attached bag.

Do not carry specimens in pockets or loose on trays.

Do follow recommended guidelines for safe disposal of broken specimens. If in doubt contact the laboratory for advice.

Never eat, drink or smoke when carrying specimens.

If you cut or prick yourself or have an accident however small, inform your immediate line manager.

Lack of clinical details puts laboratory staff at risk from the micro-organisms present in the sample.

**Trust Microbiology**

**BAG**

REMOVE COVERING STRIP  
PLACE SPECIMEN IN BAG  
FOLD TOP OVER TO SEAL

**Date & Time Received:**