



North Carolina Department of Health and Human Services
State Laboratory of Public Health

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Laboratory Director

MEMORANDUM

To: Hospitals, Birthing Centers, Health Departments, Nurse Midwives, and Physician Offices

From: Scott J. Zimmerman, DrPH, MPH, HCLD (ABB), Laboratory Director
Shu H. Chaing, PhD., Manager, Newborn Screening *SHC*

Date: July 1, 2015

Re: Recommended Tracking Documentation for Newborn Screening Samples

The Newborn Screening Unit of the North Carolina State Laboratory of Public Health (NCSLPH), as a partner in the continuous quality improvement of newborn screening (NBS), recognizes the need for traceability and tracking in specimen transport of newborn screening specimens. This pre-analytic step is necessary to assure that a specimen was collected on each infant, the specimen was placed in an envelope for transport, and that the specimen was received at the NCSLPH. We have reviewed national recommendations concerning tracking of NBS specimens and are issuing the following guidance:

- The specimen submitter (i.e. birthing center) should initiate a tracking system for sending NBS samples to the NCSLPH for testing. This would include a form enclosed in each mailing envelope detailing the identities of the enclosed samples. The form should minimally include infant's last name and date of birth, barcode number from the filter form, and date placed in the envelope. This date should be the same as the date sent to the NCSLPH for testing. The submitter will keep a copy of each tracking list sent to the NCSLPH until confirmation that all specimens on the list have been received.
- Upon receipt in Central Accessioning at the NCSLPH, staff will compare the enclosed list with the samples in the envelope. In the event that the samples in the envelope do not match the ones on the tracking list, NCSLPH staff will contact the submitter. The submitter should put the facility name on the tracking sheet with contact name and fax number. The tracking forms will be retained by the NCSLPH for a minimum of 2 weeks. The laboratory test report will be confirmation that the specimen has been received. The submitter should frequently check the NCSLPH online results look-up to verify that all samples mailed have been received.

References for these recommendations are as follows: Clinical and Laboratory Standards Institute (CLSI) document NBS01-A6 "Blood Collection on Filter Paper for Newborn Screening Programs, Approved Standard, Sixth Edition," and College of American Pathologists (CAP) standard GEN.40545, Newborn Screening Tracking.

The NCSLPH, in compliance with national guidelines also strongly recommends that newborn screening specimens be *received* at the testing laboratory within 24 hours of collection and not held or batched for any reason. If you have questions about appropriate transport of newborn screening samples, contact the Laboratory at (919) 733-3937 for more information. Your partnership in newborn screening is a valued part of the program.

www.ncdhhs.gov • www.publichealth.nc.gov • <http://slph.ncpublichealth.com>

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