



## Guidance for Antimicrobial Resistance Laboratory Network CRO Isolate Submission to the Wadsworth Center

Northeast Regional Antimicrobial Resistance Laboratory Network

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### SPECIMEN SUBMISSION (CRE/CRPA/CRAB Testing)

- CRE – Carbapenem-resistant Enterobacterales (*Klebsiella* species, *Enterobacter* species, *Escherichia coli* etc.)
- CRPA – Carbapenem-resistant *Pseudomonas aeruginosa*
- CRAB – Carbapenem-resistant *Acinetobacter baumannii*

**Please Note:** Please only submit one isolate per patient, organism, and specimen source within 1 year of collection.

#### A. LABELING REQUIREMENTS

Specimens must be clearly labeled (electronically generated labels) with:

1. **A minimum of two unique patient identifiers.** Acceptable identifiers include:
  - Patient's full name
  - Date of birth
  - Medical record number
  - Sample ID number
2. **Date of specimen collection**

#### B. SHIPPING REQUIREMENTS

- Ship isolates on agar slants that support the growth of the organism (agar plates are not acceptable)
- Store isolates at 4°C prior to shipping (if same-day shipping is not available)
- Isolates should be shipped as soon as possible
- Ship isolates at ambient temperature

#### C. TEST ORDER

##### Electronic Remote Order through Health Commerce System (HCS)

- I. To access the HCS and the Clinical Laboratory Information Management System (CLIMS), follow the steps below for submitting a **SINGLE ORDER**:
  - Login to the Health Commerce System (HCS) at:  
[https://commerce.health.state.ny.us/public/hcs\\_login.html](https://commerce.health.state.ny.us/public/hcs_login.html)
  - Select 'CLIMS'



- Select **'Remote Order'**
- Select **'Place Single Order (DOH-4463)'**
- Select the specimen/sample type being submitted (Human)
- Fill in the required information on tabbed sections (Submitter, Patient, Tests, Additional Info.)
- On the 'Test' tab, enter 'Antimicrobial Resistance' in the search field and select 'Search'
  - **For CRE Isolates (Enterobacterales)** - select 'Antimicrobial Resistance CRE - Isolate' from the 'Test' Column
  - **For CRPA Isolates (Pseudomonas aeruginosa)** – select 'Antimicrobial Resistance CRPA - Isolate'
  - **For CRAB Isolates (Acinetobacter baumannii)** – select 'Antimicrobial Resistance CRAB - Isolate'
- Select **'Order Test'**
- Continue to fill in required information on tabbed sections, review, and select **'PLACE THIS ORDER'**
- Print the IDR form, and include with isolate shipment

II. To access the HCS and the Clinical Laboratory Information Management System (CLIMS), follow the steps below for submitting **MULTIPLE ORDERS in Bulk:**

- Login to the Health Commerce System (HCS) at:  
[https://commerce.health.state.ny.us/public/hcs\\_login.html](https://commerce.health.state.ny.us/public/hcs_login.html)
- Select **'CLIMS'**
- Select **'Remote Order'**
- Select **'Download IDR Spreadsheet Template'**
  - This spreadsheet is used to capture patient demographic information and test order required for entry into our laboratory information system.
- **Items to note:**
  - **Please do NOT modify or change the formatting of the spreadsheet.**
  - **Do NOT Encrypt the spreadsheet.**
- Fill in the required information indicated with an asterisk
  - \*Test Name –
  - **\*For CRE Isolates (Enterobacterales)** - select 'Antimicrobial Resistance CRE - Isolate' from the 'Test' Column
  - **\*For CRPA Isolates (Pseudomonas aeruginosa)** – select 'Antimicrobial Resistance CRPA - Isolate'
  - **\*For CRAB Isolates (Acinetobacter baumannii)** – select 'Antimicrobial Resistance CRAB - Isolate'
- Save the spreadsheet for upload on the HCS



### III. Upload IDR Spreadsheet Template to HCS:

- Login to the Health Commerce System (HCS) at:  
[https://commerce.health.state.ny.us/public/hcs\\_login.html](https://commerce.health.state.ny.us/public/hcs_login.html)
- Select '**CLIMS**'
- Select '**Remote Order**'
- Select '**Upload IDR or COVID Spreadsheet**'
- Toggle '**Select Facility**' - Search and select facility
- Select '**Choose File**' – Browse for saved copy of IDR spreadsheet template
- File will be imported and validate data in the spreadsheet
- Once validation is complete, click '**Submit**'
- A shipping manifest will be created
- Select '**Print Order**'
- Include Shipping manifest with shipment of specimen

### IV. Spreadsheets not passing Validation:

- Errors in the spreadsheet will be highlighted in **RED** for spreadsheets not passing validation
- Resolve errors, then Select '**Update**'
- Select '**Submit**'
- A shipping manifest will be created
- Select '**Print Order**'
- Include shipping manifest with shipment of isolates

#### NOTE:

This method provides many advantages over the paper submission IDR form including specimen tracking, email notification when results become available, online access to results, and access to the test catalog. For licensed clinical laboratories with a valid PFI number or county or regional health department, contact your HIN/HCS coordinator to create your HCS account and gain access to CLIMS. For all others, request access by submitting a signed 'Request for Access to the Wadsworth Center Laboratory Information Management System (CLIMS) form and fax to (518) 474-8140 or (518) 473-1326.



#### D. CONTACT INFORMATION

- Email: [ARLNCORENY@health.ny.gov](mailto:ARLNCORENY@health.ny.gov)
- Phone: 518-408-7716

#### E. SHIPPING

- Isolates should be shipped overnight Monday through Thursday to the following address by FedEx, UPS, or Courier:

**Elizabeth Nazarian**  
**Wadsworth Center**  
**120 New Scotland Ave**  
**AR Bacteriology**  
**Albany, New York 12208**

Ship isolates following International Air Transport Association's (IATA) "Category B" regulation

#### NOTE:

Category B is defined as "an infectious substance not in a form generally capable of causing permanent disability or life-threatening or fatal disease in otherwise healthy humans or animals when exposure to it occurs".

A special permit/certification is not required to ship a Category B substance; however, training is necessary to ensure proper packaging of shipments and to reduce risks of exposure during transportation. Training may be informal, consisting of a documented review of Category B shipping practices.