

Additional Services

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Reporting Office

(615) 262-6313

The results of all examinations performed in the microbiology laboratories are reported through this office on a daily basis. Reports are confidential and are released to the submitting physician or his assignee. Surveillance for reportable diseases is maintained by forwarding appropriate reportable disease information to the Tennessee Department of Health Communicable and Environmental Disease Services (CEDS). Results of reportable diseases are also reported to the health department of the county where the patient lives.

The reports are kept on file for two years and then destroyed. The exceptions are:

Reports	Retention
Water samples (environmental microbiology)	five years
Foodborne outbreaks	indefinitely
Rabies virus (Positive only)	indefinitely

Training Resources

615-262-6318



Mailing Address:

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Division of Laboratory Services
Training Resources
630 Hart Lane
Nashville, Tennessee 372431404

Alternate Communication:

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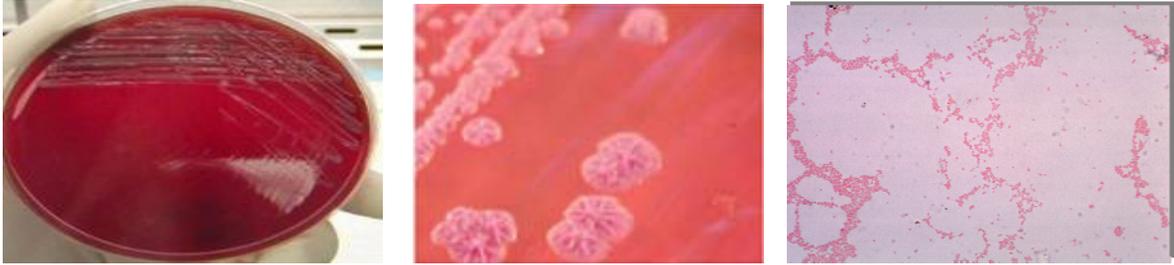
General Training Activities

The Training Section coordinates and conducts activities developed in response to comments from the general laboratory community, requests from environmental program areas, current information about emerging diseases and technologies and suggestions gathered through formal training needs assessments.

Workshops and seminars are developed in the technical areas of microbiology, chemistry and biology. Also presented are seminars on management, quality assurance and safety. Workshops are announced by e-mail, notices in the laboratory newsletter and on the Internet at <http://health.state.tn.us/Lab/index.htm>

The Training Section maintains the information and bulletins on the Department of Health Division of Laboratory Services web page. The web page contains current and archived newsletters, featured topics such as food recalls and bulletins related to public health alerts and both a downloadable and hyperlinked versions of the Directory of Services.

The TDH Division of Laboratory Services Newsletter is sent to laboratories and other interested individuals throughout the state and to public health laboratories in all states and territories in the union. The newsletter is an extension of the consultative and informational functions of the state laboratory rather than a technical publication. Announcements of changes in available tests, new technologies, upcoming training opportunities and other information relevant to laboratory practice are included.



Sentinel Laboratory Emergency Preparedness

The Sentinel Laboratory Emergency Preparedness Section builds and maintains relationships with the Laboratory Response Network Sentinel Laboratories including hospital and private clinical laboratories and agriculture and veterinary laboratories.

A database of sentinel laboratories is maintained so that emergency information, general updates and training opportunities are provided to these laboratories. Emergency information is communicated rapidly by e-mail, fax and through the Tennessee Health Alert Network (T-HAN). When appropriate, sentinel laboratories are involved in regional public health exercises and drills

This section works with Tennessee's emergency responders on dealing with suspicious substances incidents.

- Suspicious Substance Sample Collection Kits are provided to HazMat Units and the TDH laboratorians train the responders in the proper use of the kits.
- A training program to help first responders handle a suspicious substance incident appropriately is being provided to all police, fire and other emergency management units in Tennessee.

In the Hot Zone, a training program to help first responders handle a suspicious substance incident appropriately is being provided to all police, fire and other emergency management units in Tennessee.

A training DVD for First Responders

Instructions for Packaging and Labeling Category B Specimens for Shipment to the State Public Health Laboratories

The shipping name "diagnostic specimen" has been replaced with "Biological Substance, Category B". Use only a UN Certified 6.2 Mailing System Labeled UN 3373.

1. The mailing system should consist of three containers:
 - a. Primary receptacle (ex. specimen tube, vacutainer, blood culture bottle)
 - b. Secondary container (inner mailing container)
 - c. Outer mailing container
2. Use only leakproof primary receptacles or secure against leakage by applying waterproof tape or parafilm around primary container lids.
3. Wrap the primary receptacle with a cushioning and absorbent packing material. There must be enough absorbent material to contain the entire contents if the specimens are broken. Specimens should be packed securely but not so tightly that they are difficult to remove from the container.
4. Place the specimen(s) into the secondary container.
5. Ensure that secondary container has a gasket or ring-seal in the lid before placing the lid on the secondary container securely. Ensure against leakage.
6. Place a Biohazard label on the outside of the secondary container. This is required by OSHA. **DO NOT PUT THIS LABEL ON THE OUTER CONTAINER.** The specimen **MAY NOT** be accepted or may be returned to you if the biohazard label is on the outer container.
7. Place the secondary container in the outer mailing container.
8. Place the specimen request form around the outside of the secondary container and into the outer mailing container.
9. If cold packs are needed, place cold packs around the specimen in the secondary container. Do not use wet ice. Place the specimen request form in a sealable plastic bag and into the outer mailing container.
10. Close the outer mailing container, following the manufacturer's instruction for secure closure.
11. Place a **UN3373, Biological Substance Category B** label on the outer mailing container.
12. Write the return address and the consignee address on the outside of the outer mailing container.
13. Place the name and telephone number of the responsible person sending the shipment on the outer container below the return mailing address.