

AR Lab Network (ARLN) Orders Store: Guidance Document

The following guidance document is meant to provide instruction on how to place online supply orders for colonization screenings. The sections below will be separated as depicted in the online store with pictures to reference the specific section. Online store website: <https://phlorders.web.health.state.mn.us/products/arnl>

Instructions:

Paper copies of each respective guidance document for collecting, packaging, and shipping specimens will be included in the order shipment if any of the following “Add to Cart” items are selected. FedEx shipping instructions will be found at the end of each document.



Includes instructions for *Candida auris* colonization screening and proper swab type.



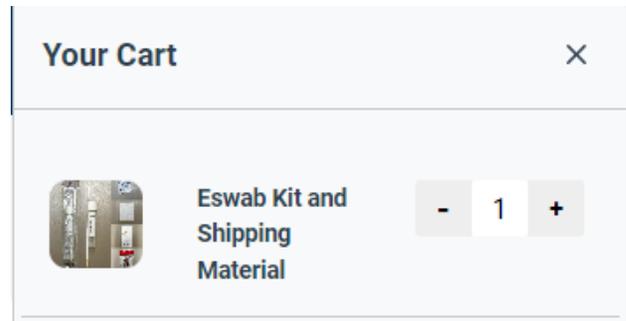
Includes instructions for colonization screening from **rectal/perirectal** swabs. Testing includes detection of KPC, NDM, OXA-48, VIM, and IMP using the Xpert Carba-R assay and/or the *Acinetobacter*-specific genes OXA-23, OXA-24, OXA-58, and OXA-235 using culture-based methods.



Includes instructions for colonization screening from **non-rectal** swabs using culture-based methods. Testing includes detection of KPC, NDM, OXA-48, VIM, IMP and/or the *Acinetobacter*-specific genes OXA-23, OXA-24, OXA-58, and OXA-235.

Kits:

1. Select the information button  below each respective kit for information regarding contents. Refer to the collecting, packaging, and shipping instructions on the **Antimicrobial Resistance (AR) Laboratory Network Central Region Lab Forms** (<https://www.health.state.mn.us/diseases/idlab/arln.html>) website to determine the necessary swab type(s) required.
2. Once “Add to Cart” is selected for a respective kit(s), go to the  icon in the top right of the webpage and select it to see “Your Cart.”. Select the “+” button to increase the desired quantity of kits needed.

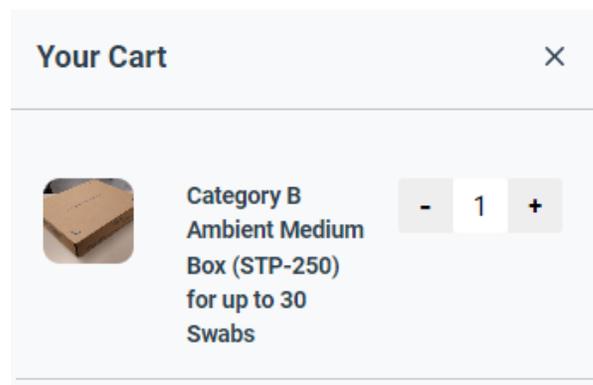


3. Use the  below each kit to determine what shipping box(es) are needed for the order. Then proceed to the appropriate shipping boxes section.
4. Proceed to **Checkout** once all supplies have been added to the cart. Instructions are provided at the end of this document.

Ambient Shipping Boxes:

Boxes shown in this section should be ordered when **rectal/perirectal swabs** are collected for Xpert Carba-R colonization testing (KPC, NDM, OXA-48, VIM, IMP).

1. Determine the size box to use based on the quantity of swabs ordered in the “Kits” section.
2. Once “Add to Cart” is selected for a respective kit(s), go to the  icon in the top right of the webpage and select it to see “Your Cart.” Select the “+” button to increase the desired quantity of boxes.

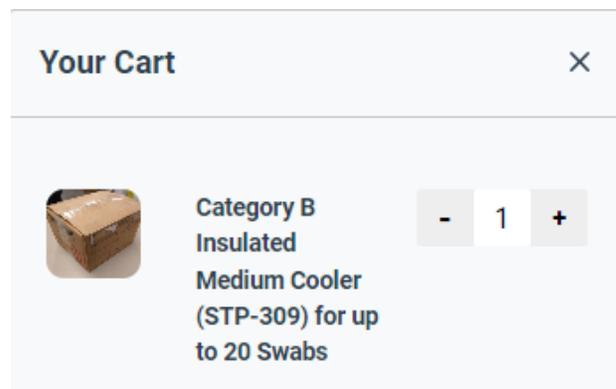


3. Proceed to **Checkout** once all supplies have been added to the cart. Instructions are provided at the end of this document.

Insulated Shipping Boxes (Ice Packs Included):

Boxes shown in this section should be ordered when **non-rectal swabs** are collected for *Candida auris* colonization screening and culture-based detection of carbapenemase genes. When rectal swabs are collected for **Acinetobacter-specific testing or IMP-based testing**, also use insulated boxes.

1. Determine the size box to use based on the quantity of swabs ordered in the “Kits” section.
2. Once “Add to Cart” is selected for a respective kit(s), go to the  icon in the top right of the webpage and select it to see “Your Cart.” Select the “+” button to increase the desired quantity of boxes.



4. Proceed to the **Checkout** once all supplies have been added to the cart. Instructions are provided at the end of this document.

Supply Parts (Individual Parts of Kits):

This section should be utilized when an individual component of a kit is needed. Instances of requiring individual supplies versus kits would be if the facility or state public health lab already has supplies on hand but needs some ancillary parts to complete a kit for screening.

1. Once “Add to Cart” is selected for a supply part, go to the  icon in the top right of the webpage and select it to see “Your Cart.” Select the “+” button to increase the desired quantity of item(s).
2. Proceed to the **Checkout** once all supplies have been added to the cart. Instructions are provided at the end of this document.

Checkout:

1. Once all items have been added to the cart, and appropriate quantities have been selected, proceed to **Checkout** located at the top right of the website.

2. Ensure that all items ordered are present with the appropriate quantity desired. Edit appropriately at this point by selecting more (+) or less (-) in the **Quantity** section, or select the **X** to remove the entire item.
3. Complete the Customer Information section. All elements are required.
 - a. First Name: person completing the order and point-of-contact.
 - b. Last Name: person completing the order and point-of-contact.
 - c. Facility Name: facility where the supplies will be shipped.
 - d. Phone Number: phone number of individual who can be contacted for questions regarding the order.
 - e. Secure Fax Number: fax number where hard copies of reports will be sent (must be a secure line).
 - f. Email Address: person who will be notified when the shipment is fulfilled (up to 3 email addresses can be used).
4. In the **Shipping Information** section, choose a **Delivery Method** from the dropdown.
5. Use the **Additional Comments** section to relay any pertinent information that is needed for completion of the order.