OpGen is dedicated to positively influencing individual healthcare outcomes, enhancing public health, and advancing scientific research by delivering precise, actionable information and results. We offer comprehensive multi-parameter screening and surveillance panels to combat current and emerging multidrug resistant organisms (MDRO) including carbapenem resistant enterobacteriaceae (CRE) with the next generation of diagnostic and epidemiologic solutions.

**Contact and General Information**

OpGen® Clinical Services Laboratory  
708 Quince Orchard Road  
Gaithersburg, MD 20878  
www.opgen.com  
Corporate: 301-869-9683

CLIA License Number: 21D2058548  
Maryland State License: 1994  
Pennsylvania State License: 034567  
Florida State License: 800028078

Laboratory Director: Natalie Whitfield, Ph.D., D(ABMM)

**OpGen Clinical Services Laboratory Customer Service**

Toll Free: 888-856-2748  
Email: customersupport@opgen.com  
Hours: 8:30-5:30 ET Monday – Friday


**Inquiries**

For sample result or other inquiries, please have the sample’s OpGen accession number and purchase order number (both located on the result report) ready prior to your call. For inquiries prior to a results report, please provide the OpGen Customer Service representative with the purchase order number in which the samples were requisitioned.
**Result Delivery and Turnaround Time**

Results are reported via a secure information workspace that is opened for new clients. Reports may also be delivered by secure fax (upon written request). See “Instructions on Accessing Reports from Secure Workspace Portal” of this guide for complete details and instructions on report delivery. Specimens received by 5:00 pm (ET), Monday through Friday, are reported on the next day. Result reporting turnaround for the Acuitas™ CR Elite Test with ID/AST Reflex or the CR Elite Test will occur in multiple phases depending upon which test has been ordered. For the CR Elite test with ID/AST Reflex and CR Elite Test, the genotype results from the Acuitas™ MDRO Test result will be reported the next day followed by CRE culture screen within 48 hours of sample receipt. The final results report for the CR Elite Test and ID/AST Reflex will include the identification and antibiotic susceptibility testing results within 72 hours from specimen receipt. The Acuitas Resistome Test results will be reported within 24 hours of receipt of the isolate specimens. Acuitas Whole Genome Sequence Analysis reporting of the results will be discussed and agreed upon for each submitted order. Please do not send specimens to OpGen Clinical Services Laboratory over the weekend. See “Specimen Collection Stability and Transport Conditions” section for details on specimen stability once collected.

**Billing Information**

Testing services are invoiced on the day the results are sent to the client unless otherwise agreed upon. Payment terms are net 30 unless otherwise stated on the quotation. Inquiries regarding billing can be made to the customer support contact information listed above.
Test Menu

For more complete information on OpGen’s laboratory testing services visit www.opgen.com

Acuitas® MDRO Gene Test  Catalog Number  C0201

The Acuitas multidrug-resistant organisms (MDRO) Gene Test is a real-time PCR, micro fluidic array assay that detects β-Lactamase genes conferring resistance to carbapenems in Enterobacteriaceae (CRE) and other nosocomial Gram-negative pathogens (i.e. Acinetobacter spp. and Pseudomonas aeruginosa). The assay also detects genes that confer resistance to extended-spectrum beta lactamases (ESBL) and vancomycin resistance genes found in Enterococcus spp. (VRE). The assay is performed directly on peri-anal swabs or fresh culture isolates for the detection of MDRO genes in high risk and critical care patients to aid in infection and prevention and control, and in the selection of empiric antibiotic therapy.

Acuitas® CR Elite Test with ID/AST Reflex  Catalog Number  C0301

The Acuitas CR Elite Test with ID/AST reflex combines the Acuitas MDRO Gene Test and CRE Culture Screen with further genus and species identification and antimicrobial susceptibility characterization (ID/AST) of those clinical isolates that are culture positive from the CRE culture screen. Molecular analysis is performed via the Acuitas MDRO Gene Test as described above. The CRE Culture Screen selects for the detection and isolation of carbapenemase-resistant Enterobacteriaceae. The Acuitas MDRO Gene Test and CRE Culture screen assays are performed directly on peri-anal swabs or fresh culture isolates for the detection of MDRO in high risk and critical care patients to aid in infection prevention and control, and in the selection of empiric antibiotic therapy.

Acuitas® CR Elite Test  Catalog Number  C0302

The Acuitas CR Elite Test combines the Acuitas MDRO Gene Test and CRE Culture Screen for the detection of carbapenem-resistant Enterobacteriaceae (CRE). The MDRO Gene Test is a PCR, micro fluidic array that detects β-Lactamase genes conferring resistance to carbapenem in Enterobacteriaceae and other nosocomial Gram-negative pathogens (i.e., Acinetobacter spp. and Pseudomonas aeruginosa). The assay also detects genes that confer resistance to extended-spectrum β-lactamase (ESBL) and vancomycin-resistant genes found in Enterococcus spp. (VRE). The CRE culture screen selects for the detection and isolation of carbapenemase-resistant bacteria. Confirmation of CRE’s requires identification and susceptibility testing. The Acuitas MDRO Gene Test and CRE Culture screen assays are performed directly on peri-anal swabs.
**Acuitas® Resistome Test Catalog Number C0202**

The OpGen Acuitas Resistome Test analyzes culture isolates from Gram-negative bacilli for 49 gene families of antibiotic resistance associated with multidrug-resistant organisms (MDROs) including carbapenem-resistant and extended-spectrum β-lactamase (ESBL) producers. The test is a micro fluidic PCR array which detects several hundred gene subtypes of carbapenemases, cephalosporinases, *ampC* and β-lactamases. The Acuitas Resistome Test provides high resolution genotypes of antibiotic resistance to guide antibiotic selection and stewardship. The test also provides preliminary strain typing to map transmission events for infection control.

**Acuitas® Whole Genome Sequence Analysis**

**Catalog Number C0601**: Acuitas® Whole Genome Sequence Analysis, Strain Typing only

**Catalog Number C0602**: Acuitas® Whole Genome Sequence Analysis, Strain and Subtyping

Acuitas Whole Genome Sequence Analysis is a high resolution tool using Whole Genome Sequencing and MLST+ (Ridom® SeqSphere+) to identify a full spectrum of antibiotic resistance genotypes and strain type closely related clinical bacterial isolates for prevention and control of hospital acquired infections (HAIs).

The Acuitas Whole Genome Sequence Analysis tests are not CLIA validated by OpGen and are not for in vitro diagnostic use. Both tests are for research use only.
Specimen Collection Materials and Procedures

Please read all instructions for collecting specimens before beginning the collection process.

General Specimen Requirements:

- Appropriate specimen type for the test ordered.
- Properly collected specimens per instructions below in sealed validated collection devices described below.
- Dispose of any ancillary collection devices and Personal Protective Equipment (PPE) used as part of the collection procedures following universal precautions and your organizations policies and procedures.
- Transported the same day of collection. See “Specimen Collection Stability and Transport Conditions” section for each OpGen test.
- Specimens must be labeled with patient name and at least one other unique patient identifier as completed on the requisition form.
- All test requests must be in writing using the test requisition form. Oral test requests are not accepted. All fields on the requisition form are required. Incomplete forms will not be processed until all information is provided.
- The requisition form must accompany the specimen and be included in the outer pouch of the properly sealed biohazard bag.
- Transport the specimen to the OpGen Clinical Services Laboratory address following the packaging and shipping instructions outlined in this document.

Acuitas® MDRO Gene Test, Acuitas® CR Elite with ID/AST Reflex and CR Elite Tests

Specimen Sources: Peri-anal swab or fresh culture isolates

Validated Collection Materials

- BD™ Liquid Amies Elution Swab (ESwab) Collection and Transport System  Cat. No.220245
- Copan eSwab™ White Cap  Cat. No. 480C
Peri-anal Swab Collection Procedure

1. No patient preparation is needed prior to sample collection.
2. Open the Eswab sample collection kit; remove the tube and the swab applicator. Be careful to avoid any contamination by not touching the swab or the shaft below the pink breakpoint indication line.
3. Gently rub the swab against the exterior portion of the anus. Do not insert the swab into the anus.
4. Aseptically unscrew and remove the cap from the tube.
5. Insert the swab into the tube and bend the swab shaft at the breakpoint indicated by the colored line marked on the swab shaft against the top edge of the tube to break the shaft. Care should be taken to avoid splashes and aerosols when breaking the swab stick into the tube of medium.
6. Discard the broken handle part of the swab shaft into an approved medical waste container.
7. Replace the cap on the tube and secure tightly.
8. Label the tube with the patient information. The specimen tube must be labeled with the patient’s first and last name and one other unique patient identifier.
9. Confirm the positive identification of the patient by comparing the information placed on the collection tube with patient’s medical record and record the identity of the person collecting the primary specimen per your organizations policies and procedures.
10. Complete all fields on the requisition form. Writing must be legible.
11. Package and ship the specimen with the requisition form according to the instructions in the “Specimen Preparation, Packaging and Transport Instructions” section of this guide.

Fresh Culture Isolates Acceptable Formats and Transport Conditions

<table>
<thead>
<tr>
<th>Acceptable Culture Format</th>
<th>Fresh Isolate (cultured within 72 hours of shipment)*</th>
<th>Transport Conditions</th>
<th>Results Turnaround Time (from time of receipt)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Streak Plate (preferred sample format)</td>
<td>Yes</td>
<td>Ambient 15-25 °C</td>
<td>24 hours</td>
</tr>
<tr>
<td>Slant</td>
<td>Yes</td>
<td>Ambient 15-25 °C</td>
<td>24 hours</td>
</tr>
<tr>
<td>Glycerol Stock</td>
<td>NA</td>
<td>Frozen</td>
<td>48 hours**</td>
</tr>
</tbody>
</table>

*Fresh culture isolates (plates or slants) cultured within 3 days before shipment and stored either at 4-8 °C or at 15-25 °C

** Additional time is needed to prepare a fresh culture
Acuitas MDRO Gene Test, CR Elite with ID/AST Reflex and CR Elite Tests and Acuitas Elite Test Specimen Collection Stability and Transport Conditions

Transport sealed swab collection device to OpGen Clinical Services Laboratory the same day of collection. If the collected specimen will not be transported to OpGen within 2 hours from the time of collection, store the specimen at 4-8°C or at room temperature (20-25°C). Specimens must be processed at OpGen within 48 hours from the time of collection.

The table below demonstrates the stability and associated storage temperatures for specimens collected in the various validated collection devices for the Acuitas MDRO Gene and Acuitas CR Elite Tests.

<table>
<thead>
<tr>
<th>Collection Device</th>
<th>Vendor Part Number</th>
<th>Stability from Time of Collection</th>
<th>Storage Temperature</th>
<th>Transport Conditions</th>
</tr>
</thead>
<tbody>
<tr>
<td>BD Liquid Amies Elution Swab (ESwab) Collection and Transport System</td>
<td>220245</td>
<td>48 Hours</td>
<td>4-25 °C</td>
<td>15 to 25°C overnight to laboratory</td>
</tr>
<tr>
<td>Copan eSwab™ White Cap</td>
<td>480C</td>
<td>48 Hours</td>
<td>4-25 °C</td>
<td></td>
</tr>
</tbody>
</table>

Acuitas® Resistome Test and Acuitas Whole Genome Sequence Analysis

**Specimen Sources:** Fresh culture isolates on slants cultured within 3 days before shipment and stored either at 4-8 °C or at 15-25 °C

**Transport Conditions:** Ambient (15-25°C) same day or overnight to laboratory
Specimen Preparation, Packaging and Transport Instructions

Important Notes:

- All specimens for the tests in this guide are shipped at room temperature with the exception of some culture isolates (See culture isolate section for transport conditions). All collected specimens will need to be placed in a secondary specimen transport biohazard bag along with the completed requisition form. For Fed Ex shipments, the specimen transport bag must be compliant to meet DOT and IATA regulations (must be capable of withstanding, without leakage, an internal pressure of 95kPa within -40°F to 130°F. To order specimen collection devices (for Acuitas tests only), specimen transport bags, shipping boxes and UN3373 labels (if needed) go to http://opgen.com/mdro-resources/client-resources_client-supply-order-form to complete the client supply order form or Contact OpGen Customer Support at customersupport@opgen.com or at 1-888-856-2748.

- Each specimen transport bag may contain only one patient sample/isolate with one completed requisition form.

- When transporting multiple specimens in a single shipment, please package the specimens (each in its individual transport bag) together in a shipping box. Please make sure the box you provide meets the IATA 6.61 drop test withstanding a 4 foot drop.

- Each shipment of specimens to OpGen must include a shipment manifest with the correctly packaged specimens. The manifest should include the OpGen address and the number and type of specimens (i.e. peri-anal, nasal swab and/or stool samples).

Specimen Packaging Instructions

1. Collect or prepare specimens according to specimen collection instructions stated in this document.
2. Complete all requested information on the OpGen Requisition form. All fields on requisitions form are required.
3. Place the labeled specimen tube/container in a secondary specimen biohazard transport bag provided. Seal the bag to ensure the bag is leak proof.

   **Note:** For Air carrier transport, the biohazard specimen transport bag must be able to withstand, without leakage, an internal pressure of not less than 95 kPa with absorbent material. See shipping supplies section if any shipment materials may be needed for sending specimens to OpGen.

4. Fold the completed specimen requisition form in half lengthwise and in half again to ensure the form will fit in the transport bag outer pouch.
Specimen Packaging continued

5. Place the folded requisition form in the flap pocket in the outer pouch of the specimen biohazard transport bag.

   **Important:** Ensure that no patient information from the requisition form is visible when viewed through the pouch to ensure HIPAA compliance.

6. Repeat steps 1-5 for any other specimens that will be shipped to OpGen.

7. Place the biohazard specimen bag(s), each containing only one sample and corresponding requisition form, into the assembled cardboard shipping box. The cardboard box provided by OpGen can hold up to 25 specimens. If sending more than 25 specimens in one shipment, use additional boxes.

   **Note:** Box assembly instructions can be found in the appendix of this guide and on line at [http://opgen.com/mdro-resources/client-resources](http://opgen.com/mdro-resources/client-resources)

8. Fill any empty space in the box with appropriate packing material to avoid specimen movement during transport.

9. Create a shipment manifest that includes:
   a. OpGen name and address
   b. Number of each type of specimen
   c. Total number of specimens in package

   **Note:** Store specimens appropriately if the specimens are not shipped the day of collection. In some cases storage of specimens prior to Fed Ex shipment will result in expiration of the collected sample prior to testing. See *Specimen Collection Stability and Transport Conditions* section for each specimen type for specific storage conditions.

10. Place shipment manifest on top of packed specimens.

11. Close the lid of the box making sure the flap is inserted all the way to the bottom of the box.

12. Seal the box lid with lab or packing tape. Make sure to tape the box lid from left to right and from front to back, to ensure the lid does not open during transport.
Specimen Packaging continued

13. Adhere the UN 3373 Biological Substance Label to the front panel of the box. The label is positioned so that the “UN3373 is horizontal and the square outline is set at an angle of 45 degrees to form a diamond shape. See Figure 1 below:

![Image of UN3373 label]

**Figure 1.** Orientation and position of the UN3373 Biological Substance Category B label onto shipping box

14. Physically mark or adhere the Shipper contact name and address to the upper left front side of the box.

15. Physically mark or adhere the Consignee contact name (OpGen) and address to the lower left front side of the box (under the shipper information).

![Image of shipper and consignee information]

**Figure 2.** Orientation and position of the “Shipper and Consignee” information onto the shipping box
Transport via Fed Ex

1. Complete the FedEx US Air bill shipping label or attached an already prepared shipping label.
   a. Complete the sender’s name, organization name, address and phone information in section 1
   b. Complete section 3 with OpGen Clinical Services Laboratory address below:

      Kathleen Wager  
      Clinical Services Laboratory Receiving  
      OpGen, Inc.  
      708 Quince Orchard Road  
      Gaithersburg, MD  20878  
      Phone:  301-869-9683

   c. Ship all specimens FedEx Priority Overnight (section 4)
   d. Select FedEx box for packaging in section 5
   e. Complete section 6 Special Handling

       a. Select “Yes shipper’s Declaration not required” for “Does this shipment contain dangerous goods” question in section 6

       Note: Do not send specimens to OpGen on Friday’s for Saturday delivery

2. Insert the FedEx Airbill into the FedEx label pouch and attach the pouch to the top of the box.

   Note: The FedEx shipping label in the pouch envelope is slightly wider than the top of the box. Make sure all vital address information is showing when the label in the pouch is adhered to the top of the box. The left and right sides can be adhered to the side of the box.

3. Contact FedEx for pick up.
Transport via Courier (Maryland, Northern Virginia and Washington, DC)

1. Have specimens available for pickup by OpGen’s courier.

Notes:

- Prior to the delivery of the first set of specimens, OpGen Customer Service department will work with the selected courier to arrange the routine scheduled specimen pickup time and locations.
- If routine scheduled pickup of specimens is not possible, OpGen Customer Service will work to set up an authorization account with the courier.
- Specimen pickup is between 8 am and 5 pm Monday through Friday unless otherwise scheduled.

To schedule specimen pickup follow the instructions below:

By phone:

1. Call Excel Courier at 1-703-478-0140
2. Provide your institution name and Excel account number
3. Confirm specimen pickup address and delivery to OpGen Clinical Services Laboratory
4. Provide the total number of bags/boxes to be transported
5. Excel Courier personnel will provide a tracking number

Courier Contact Information

Phone: 1-703-478-0140
Fax: 703-478-0142
Email: info@excelgroup.com
Web: www.excelcourier.com
Specimen Collection and Transport Supplies Available from OpGen

The table below lists the various shipping supplies available from OpGen. See [http://opgen.com/mdro-resources/client-resources](http://opgen.com/mdro-resources/client-resources) to complete the client supply order form to obtain specimen collection and other shipping supplies (if needed).

**Specimen Collection and Transport Material Kits**

<table>
<thead>
<tr>
<th>Catalog Number</th>
<th>Item Name/Description</th>
<th>Kit Contents</th>
</tr>
</thead>
<tbody>
<tr>
<td>C0701</td>
<td>Peri-anal Screening Swabs and Transport Kits (100 each of Eswab collection devices, transport bags, labels, and 30 shipping boxes)</td>
<td>100 Eswabs 100 transport bags 100 UN3373 labels 30 boxes</td>
</tr>
<tr>
<td>C0702</td>
<td>Isolate Transport Kits (ships 1-20 isolates)</td>
<td>1 secondary transport container 1 shipping box 1 UN3373 Label</td>
</tr>
</tbody>
</table>

**Individual Specimen Collection and Transport Materials**

<table>
<thead>
<tr>
<th>Catalog Number</th>
<th>Item Name/Description</th>
<th>Unit Size</th>
</tr>
</thead>
<tbody>
<tr>
<td>71000</td>
<td>Eswab Collection Kit (Acuitas MDRO testing)</td>
<td>50 swabs/box</td>
</tr>
<tr>
<td>71001</td>
<td>Specimen Transport Bag (For local courier transport)</td>
<td>100 bags/pack</td>
</tr>
<tr>
<td>71002</td>
<td>Specimen Transport Bag (DOT and IATA compliant for FedEx shipments)</td>
<td>100 bags/box</td>
</tr>
<tr>
<td>71003</td>
<td>Specimen Shipping Box (8x8x6) . FedEx shipments</td>
<td>10 boxes/bundle</td>
</tr>
<tr>
<td>71004</td>
<td>UN 3733 Biological Substance Category B Label (2”x2 ¾”)</td>
<td>100 labels/roll</td>
</tr>
</tbody>
</table>
Instructions on Accessing Reports from Secure Workspace Portal

Upon result approval, OpGen result reports are sent automatically via our secure workspace portal. Upon delivery of result reports for the first time, a new workspace is created for the user designated to receive the result report. All reports are sent to this workspace which is unique and secure to each user. Below are the following steps to take to access your result reports:

New User – First Time Receipt of Result Reports

1. The new user will be notified of the delivery of their first result reports with an email sent from OpGen Customer Support notifying you have been added to a secure workspace and the name of your work space.

Note: It is recommended to add customersupport@opgen to you email address to avoid any future messages sent from this address being caught up in your organization’s spam filtering system.
2. Open the email and you will find the link with your name as the secure workspace. Select the workspace link which will take you to the secure portal log in page.
3. Enter your email address and the provided temporary password contained in the invitation email and select the Login button.

**Notes:**

You must use the same email address that you received the workspace invitation. If you already have access to the portal, you will receive the same email as above with a link but no temporary password since one has already been established.
4. A new screen in the workspace will appear asking for you to select a new password. Enter the current temporary password (provided in invite email) in the “Verify Current Password”. Type in a new password and re-type this password, select update password.

**Note:**

- The password is case sensitive. Please make a note of the password as your email address and password created will be used to log on to access and download subsequent result reports.
- For security passwords will periodically expire. Upon log in you will receive the message below to update your password
For your security, we will need you to update your password.

**Update Password:**

- **E-mail:** your@email.com
- **Verify Current Password:** [field]
- **Change Password To:** [field]
- **Re-type New Password:** [field]

[Update Password]
5. Select “Update Password”

6. You will next see a window acknowledging your new password has been updated successfully. Select the OK button to proceed.
7. The workspace will appear. On the left under the Workspaces section of the screen, select the folder with your last name and you will see a folder with the workspace name. A folder with the date(s) will contain each of the result reports. Open the folder and you will see each of the reports.

![File Manager]

8. After the new workspace has been created and opened, emails announcing the delivery of new results reports will be sent at various times during the day to the person who is to receive the result reports.

**Note:** Users can access their portal at any time to review result reports and/or to check for new results reports prior to or after the alert email messages. Result reports are available immediately in the secure portal workspace once the report has been released by OpGen. Your workspace will contain your reports which can be easily downloaded and or printed.

**Important Note:** Result reports are only stored in the portal workspace for 30 days from the date of delivery. OpGen recommends to download and save each result report at the time it is accessed, to ensure proper retention.
Routine Accessing Results Reports

1. To access the new reports, select the link within the email.

   From: <CustomerSupport@opgen.com>
   Date: December 24, 2014 3:31:09 PM EST
   To: <claytoncollier@gmail.com>
   Subject: OpGen Clinical Services Laboratory Test Results Available

   Dear Dr. Clayton Collier,

   Your OpGen Clinical Services Laboratory result reports have been completed and can be downloaded by accessing the link below.

   [Link: https://opgen.acellion.net/s/disc32m46]

   Warm regards,

   OpGen Customer Support

2. The OpGen secure portal log in site will appear.
3. Enter your email address used when you registered and your password and select the login button.

4. The list of workspace folders and names will appear on the left hand side. The workspace name will be the name of the person provided on the requisition who is to receive the results reports.
5. The folders contained within the named workspace will be organized by the date the reports contained within the folder were delivered.

Note: Users can access their portal at any time to review result reports and/or to check for new results reports prior to or after the alert email messages. Result reports are available immediately in the secure portal workspace once the report has been released by OpGen. Your workspace will contain your reports which can be easily downloaded and or printed.

Important Note: Result reports are only stored in the portal workspace for 30 days from the date of delivery. OpGen recommends downloading and saving each result report at the time it is first accesses to ensure proper retention.

Accessing Resistome and Sequence Results Reports

The Acuitas Resistome and Sequence Analysis reports will not be sent automatically from the OpGen LIMS/Portal. These reports will be sent only through our secure portal system. The following are the steps you will take to access these reports.

1. You will receive an email from OpGen Customer Support. Select the link for the result report to open and download.
2. Select the link to access the file and log on to the secure portal using your email address and password that you have created before and select the “download button”.

![Image of secure portal login]

![Image of secure portal download]

3. Once you have logged into the portal from selecting the link you will see file(s) that can be selected and then select open or save button.

Notes:
If you have not previously registered on the portal site see the “Instructions to register on the OpGen secure workspace portal” section below to register prior to accessing the files.

You can also access the file by first logging into the portal. This will take you to your workspace where the report is located in the “inbox” under the transfer section. To view select the inbox and the files will be displayed for download.
Instructions on how to Register on the OpGen Secure Workspace Portal

1. From the internet browser type in https://opgen.accellion.net. You will see the following screen:
2. Select “I don’t have an account yet”

3. Enter your email where you want the result reports to be sent and follow the instructions
   a. **Note**: This email should not be a group distribution email since patient information will be sent
4. Select register

5. Select OK
6. Click on the link to verify your email address

![Image of email verification screen]

7. Once your email has been verified, create your portal password. Save this link to your favorites to access your secure workspace portal. You will access your port through this screen entering your email address and password.

**Note:** If you do not receive an email with the link please check your spam filters and contact your IT department to make sure the email verification has not been blocked.

![Image of password creation screen]

**Note:** Your workspace will contain your reports which can be easily downloaded and or printed. Reports will be saved in your workspace for 30 days. Each report name will contain the following naming convention:
Result Report File Naming Conventions

The result reports sent in pdf format to the secure workspace will have the following naming convention to help you determine the exact specimen, test results and status before opening the report. Each file name will follow the naming convention outlined below:

Specimen ID_Test Service Catalog Number_Test Result Name_Report Status_Collection Date_Organization ID_OpGen Accessioning Number

Naming Convention Definitions

Specimen ID: The customer provided specimen ID that is also contained on the report

Test Service Catalog Number: The catalog number that identifies each unique testing service offering

C0201 – Acuitas MDRO Gene Test
C0202 – Acuitas Resistome Test*
C0301 – Acuitas CR Elite Test with ID/AST Reflex
C0302 – Acuitas CR Elite Test
C0601 - Acuitas Whole Genome Sequene Analysis, Strain Typing only*
C0602 - Acuitas Whole Genome Sequence Analysis, Strain and Subtyping*

* Result reports that are not automatically sent to your workspace portal.

Test Result Name: An abbreviation to define the specific test result contained within the results report

GT = Acuitas MDRO Gene Test results
CS = CRE Culture Screen results
IDAST = Organism identification (ID) and Antibiotic Susceptibility Testing (AST)

Report Status: Identifies the status of the results contained within the report

FINAL – final results reported
Prelim – preliminary results are reported. A final result report will be provided once all results are finalized
Delayed – one or more results for this specimen have been delayed due to technical reasons
Amended (AMD) – Either the results (AMD-R) or patient demographics (AMD-D) have been amended from a previous issued final report
TNP – Test Not Performed. Specimen received does not meet collection requirement specifications for assay performance.
Naming Convention Definitions Continued

Collection Date: Date specimen was collected as provided on requisition form that is also contained on the results report

OpGen Organization ID: An abbreviation of the customer’s facility name to be used internally by OpGen

OpGen Accession Number: OpGen’s unique specimen testing ID number assigned to each specimen

Report Naming Examples:

123456_C0301_GT_FINAL_08142014_OH_A00008716.pdf

456789_CO301_CS_Prelim_08122014_SGH_A00002314.pdf
Appendix A

Shipping Box Assembly Instructions

For shipping and ease of storage, boxes are sent unassembled 10 boxes per bundle. The following folding instructions are for the assembly of box.

1. Fold flaps “A” straight up (Figure 1) and then into center (Figure 2).

2. Fold bottom flap “C” up (Figure 3) and fold flaps “D” so they go inside (Figure 4).

3. Fold locking tabs “E” down (Figure 5) and lock into bottom (Figure 6).

Instructions reproduced from Uline 12575 Uline Drive, Pleasant Prairie, WI 53158