



# KAISER PERMANENTE®

<b>DOCUMENT NUMBER:</b> SCPMG-PPP-0163
<b>DOCUMENT TITLE:</b> Procedure_Packing and Transporting of Specimens to the Regional Laboratory <span style="float: right;">+</span>
<b>DOCUMENT NOTES:</b>

<b>LOCATION:</b> SCPMG-rel	<b>VERSION:</b> 01
<b>DOC TYPE:</b> Preanalytic	<b>STATUS:</b> Release

<b>EFFECTIVE DATE:</b> 17 Aug 2017	<b>NEXT REVIEW DATE:</b> 17 Aug 2019
<b>RELEASE DATE:</b> 17 Aug 2017	<b>EXPIRATION DATE:</b>

<b>AUTHOR:</b> K053260	<b>PREVIOUS NUMBER:</b>
<b>OWNER:</b> RRL ED Consultant	<b>CHANGE NUMBER:</b> SCPMG-CR-0369

## Procedure\_Packing and Transporting of Specimens to the Regional Laboratories

**Procedure** Follow the steps described below on how to properly prepare specimens for shipment to the Regional Laboratories

**Before You Begin** Wash hands with soap and water, or an alcoholic-based rub. Always wear appropriate Personal Protective Equipment (PPE). Observe Universal Precautions when processing specimens.

Packing and Transporting of Specimens to the Regional Laboratories	
Step	Action
1	<p>Prepare the specimen transport supplies:</p> <ul style="list-style-type: none"> <li>• <u>Totes:</u> <ul style="list-style-type: none"> <li>➤ Blue-labelled Gray (SWL)/Purple (CRL) Totes for Frozen Specimens.</li> <li>➤ Red-labelled Gray (SWL)/ Purple (CRL) Totes for Refrigerated Specimens</li> <li>➤ Incubator Totes – refer to Procedure for Proper Use of Portable Incubator Tote</li> </ul> </li> <li>• <u>Hard Shelled Phase Change Material (PCM):</u> <ul style="list-style-type: none"> <li>➤ PC- 7: 3 pound PCM with Blue Labels for frozen specimens. Freeze PCM at approx -19°C for a minimum of 24 hours prior to use, or store in freezer all year-round.</li> <li>➤ PC- 0: 2.5 pound or 3 pound PCM with Red Labels for refrigerated specimens. Freeze at approx -19°C for a minimum of 24 hours prior to use, or store in freezer all year-round.</li> </ul> </li> <li>• <u>Blue Rack (Cerner-Labotix specimen rack)</u></li> <li>• <u>Specimen ziplock bags</u></li> </ul>
2	<p>Remove all previously used Courier System Tracking labels or outer tub barcode labels from the outside of the container</p> <p>Note: The outer tub barcode labels are for one time [single] use. Do not reuse. Do not place any PHI on the outside of the tub.</p>

*Continued on next page*

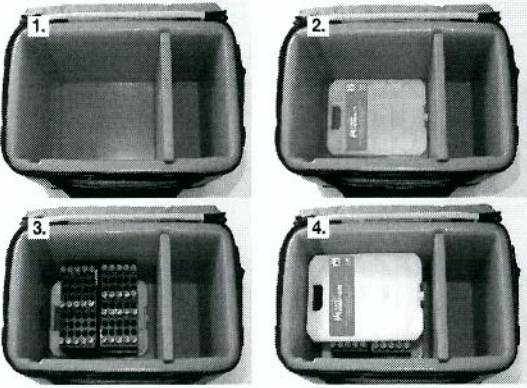
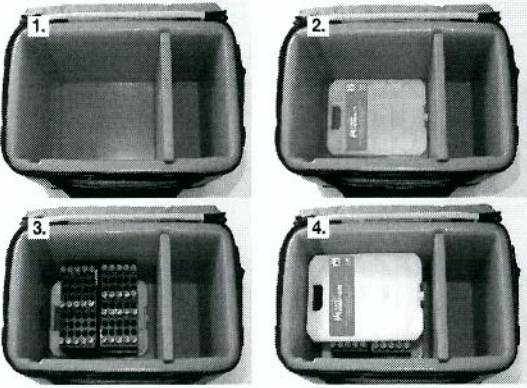
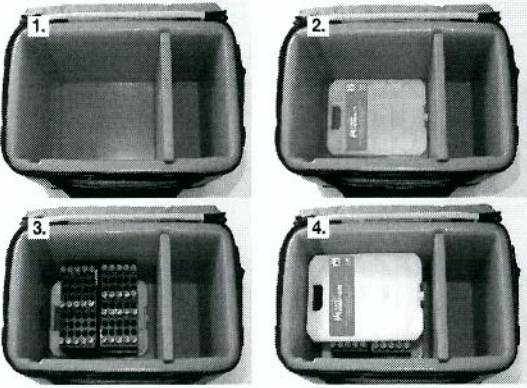
## Procedure\_Packing and Transporting of Specimens to the Regional Laboratories, continued

Packing and Transporting of Specimens to the Regional Laboratories					
Step	Action				
3	<p>Processing of each specimen prior to shipment may differ by test. Refer to the LabNet test entry's "<u>Pre-analytical handling and Transport</u>" section for processing instructions.</p> <p>Website: <a href="http://kpnet.kp.org:81/california/scpmg/labnet/">http://kpnet.kp.org:81/california/scpmg/labnet/</a></p> <table border="1"> <thead> <tr> <th>If Transporting</th> <th>Then...</th> </tr> </thead> <tbody> <tr> <td><b>Refrigerated Specimens*</b></td> <td> <ul style="list-style-type: none"> <li>➤ Prepare and place all specimens in a Transfer List</li> <li>➤ Place all specimens in Blue Rack, in upright position, or in plastic bag</li> <li>➤ Place Blue Rack/plastic bag into the Red-labelled Gray/Purple Tote</li> </ul> <ul style="list-style-type: none"> <li>• <b>Small Gray/Purple Tote</b> : place (1) 3 lbs. Red-labelled PC-0 PCM on top of specimens</li> </ul> <div style="text-align: center;"> </div> </td> </tr> </tbody> </table> <p><i>*Note:                      If specimen cannot be processed for transport right away, store in a refrigerated environment</i></p>	If Transporting	Then...	<b>Refrigerated Specimens*</b>	<ul style="list-style-type: none"> <li>➤ Prepare and place all specimens in a Transfer List</li> <li>➤ Place all specimens in Blue Rack, in upright position, or in plastic bag</li> <li>➤ Place Blue Rack/plastic bag into the Red-labelled Gray/Purple Tote</li> </ul> <ul style="list-style-type: none"> <li>• <b>Small Gray/Purple Tote</b> : place (1) 3 lbs. Red-labelled PC-0 PCM on top of specimens</li> </ul> <div style="text-align: center;"> </div>
If Transporting	Then...				
<b>Refrigerated Specimens*</b>	<ul style="list-style-type: none"> <li>➤ Prepare and place all specimens in a Transfer List</li> <li>➤ Place all specimens in Blue Rack, in upright position, or in plastic bag</li> <li>➤ Place Blue Rack/plastic bag into the Red-labelled Gray/Purple Tote</li> </ul> <ul style="list-style-type: none"> <li>• <b>Small Gray/Purple Tote</b> : place (1) 3 lbs. Red-labelled PC-0 PCM on top of specimens</li> </ul> <div style="text-align: center;"> </div>				

Continued on next page


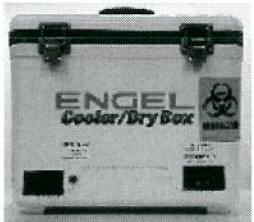

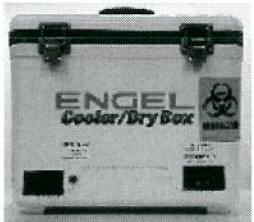

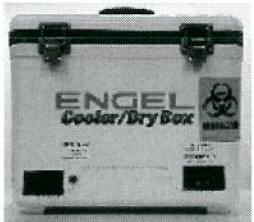


## Procedure\_Packing and Transporting of Specimens to the Regional Laboratories, continued

Packing and Transporting of Specimens to the Regional Laboratories							
Step	Action						
3 (Cont'd)	<table border="1"> <thead> <tr> <th>If Transporting</th> <th>Then...</th> </tr> </thead> <tbody> <tr> <td> <b>Refrigerated Specimens*</b> (cont'd)   <i>*Note:                      If specimen cannot be processed for transport right away, store in a refrigerated environment</i> </td> <td> <ul style="list-style-type: none"> <li>• <b>Large Gray/Purple Tote:</b> place (1) 2.5 lbs. Red-labelled PCM-0 below specimens, <u>AND</u> (1) 2.5 lbs. Red-labelled PCM-0 on top of specimens</li> </ul>  </td> </tr> <tr> <td> <b>Frozen Specimens</b> </td> <td> <ul style="list-style-type: none"> <li>➤ Freeze samples prior to packing*</li> <li>➤ Prepare and place specimens in a Transfer List</li> <li>➤ Place all specimens in Blue Rack or specimen bag.</li> <li>➤ Place blue rack/specimen bag inside the Blue-labelled Gray/Purple Tote</li> </ul> <p><b>*NOTE:</b> Samples <b>must be frozen</b> prior to shipping. PCM does not freeze specimens from a liquid state.</p> </td> </tr> </tbody> </table>	If Transporting	Then...	<b>Refrigerated Specimens*</b> (cont'd)  <i>*Note:                      If specimen cannot be processed for transport right away, store in a refrigerated environment</i>	<ul style="list-style-type: none"> <li>• <b>Large Gray/Purple Tote:</b> place (1) 2.5 lbs. Red-labelled PCM-0 below specimens, <u>AND</u> (1) 2.5 lbs. Red-labelled PCM-0 on top of specimens</li> </ul> 	<b>Frozen Specimens</b>	<ul style="list-style-type: none"> <li>➤ Freeze samples prior to packing*</li> <li>➤ Prepare and place specimens in a Transfer List</li> <li>➤ Place all specimens in Blue Rack or specimen bag.</li> <li>➤ Place blue rack/specimen bag inside the Blue-labelled Gray/Purple Tote</li> </ul> <p><b>*NOTE:</b> Samples <b>must be frozen</b> prior to shipping. PCM does not freeze specimens from a liquid state.</p>
If Transporting	Then...						
<b>Refrigerated Specimens*</b> (cont'd)  <i>*Note:                      If specimen cannot be processed for transport right away, store in a refrigerated environment</i>	<ul style="list-style-type: none"> <li>• <b>Large Gray/Purple Tote:</b> place (1) 2.5 lbs. Red-labelled PCM-0 below specimens, <u>AND</u> (1) 2.5 lbs. Red-labelled PCM-0 on top of specimens</li> </ul> 						
<b>Frozen Specimens</b>	<ul style="list-style-type: none"> <li>➤ Freeze samples prior to packing*</li> <li>➤ Prepare and place specimens in a Transfer List</li> <li>➤ Place all specimens in Blue Rack or specimen bag.</li> <li>➤ Place blue rack/specimen bag inside the Blue-labelled Gray/Purple Tote</li> </ul> <p><b>*NOTE:</b> Samples <b>must be frozen</b> prior to shipping. PCM does not freeze specimens from a liquid state.</p>						

Continued on next page

## Procedure\_Packing and Transporting of Specimens to the Regional Laboratories, continued

Packing and Transporting of Specimens to the Regional Laboratories							
Step	Action						
3 (Cont'd)	<table border="1"> <thead> <tr> <th>If Transporting</th> <th>Then...</th> </tr> </thead> <tbody> <tr> <td>Frozen Specimens (cont'd)</td> <td> <ul style="list-style-type: none"> <li>▪ <b>Small Gray/Purple Tote:</b> Place (1) 3 lbs. blue-labelled PCM-7 on top of specimens</li> </ul>  </td> </tr> <tr> <td>Plated Bacteriology specimens</td> <td> <ul style="list-style-type: none"> <li>➤ Place plates in a Biobag (GasPak EZ Pouch)</li> <li>➤ Insert a CO2 sachet (GasPak EZ CO2 Gas Generating Sachet)</li> <li>➤ Seal the Biobag and place it inside the incubator tote.</li> </ul> <p><b>NOTE:</b> Refer to the Procedure for Proper Use of Portable Incubator Tote for more detailed information.</p>  </td> </tr> </tbody> </table>	If Transporting	Then...	Frozen Specimens (cont'd)	<ul style="list-style-type: none"> <li>▪ <b>Small Gray/Purple Tote:</b> Place (1) 3 lbs. blue-labelled PCM-7 on top of specimens</li> </ul> 	Plated Bacteriology specimens	<ul style="list-style-type: none"> <li>➤ Place plates in a Biobag (GasPak EZ Pouch)</li> <li>➤ Insert a CO2 sachet (GasPak EZ CO2 Gas Generating Sachet)</li> <li>➤ Seal the Biobag and place it inside the incubator tote.</li> </ul> <p><b>NOTE:</b> Refer to the Procedure for Proper Use of Portable Incubator Tote for more detailed information.</p> 
If Transporting	Then...						
Frozen Specimens (cont'd)	<ul style="list-style-type: none"> <li>▪ <b>Small Gray/Purple Tote:</b> Place (1) 3 lbs. blue-labelled PCM-7 on top of specimens</li> </ul> 						
Plated Bacteriology specimens	<ul style="list-style-type: none"> <li>➤ Place plates in a Biobag (GasPak EZ Pouch)</li> <li>➤ Insert a CO2 sachet (GasPak EZ CO2 Gas Generating Sachet)</li> <li>➤ Seal the Biobag and place it inside the incubator tote.</li> </ul> <p><b>NOTE:</b> Refer to the Procedure for Proper Use of Portable Incubator Tote for more detailed information.</p> 						

*Continued on next page*

**Procedure\_Packing and Transporting of Specimens to the Regional Laboratories, continued**

3 (Cont'd)		
	<b>If Transporting</b>	<b>Then...</b>
	<b>Ambient Specimens</b>	<ul style="list-style-type: none"> <li>➤ Prepare and place specimens in a Transfer List</li> <li>➤ Place all specimens in Blue Rack or specimen bags</li> <li>➤ Place specimens inside the Purple/Gray Tote</li> </ul>
	<b>STAT Specimens</b>	<ul style="list-style-type: none"> <li>➤ Call Regional Client Service Center to initiate STAT Alert</li> <li>➤ Use Red/STAT bags or Yellow Bag, accompanied by copy of STAT Alert Form</li> <li>➤ Prepare and place specimens in a Transfer List</li> <li>➤ Prepare transport supplies according to the temperature requirement and courier method</li> </ul>
<b>Specimens for Special Handling</b>	<ul style="list-style-type: none"> <li>➤ Use the Yellow Bag/Special Handling bag for the specimen.</li> <li>➤ Specify the need for special handling (Shared sample, bullet tubes, Short Samples, etc.), accompanied by any paperwork/special instructions</li> <li>➤ Prepare and place specimens in a Transfer List</li> <li>➤ Prepare transport supplies according to the temperature requirement.</li> </ul>	

*Continued on next page*



## **Procedure\_Packing and Transporting of Specimens to the Regional Laboratories, continued**

---

<b>Step</b>	<b>Action</b>
4	Close the tote.
5	Generate PacTrac Outer Tub mailing slip and place inside plastic sleeve, attached to the front of the tote.
6	Stage Totes for Regional Courier to pick up just prior to their scheduled arrival time.

---

**Controlled Documents** The following controlled document supports this procedure.

<b>Title</b>
Procedure for Preparing and Shipping Specimen using the Specimen Tracking System
Procedure for Proper Use of Portable Incubator Tote

---

## Signature Manifest

**Document Number:** SCPMG-PPP-0163

**Revision:** 01

**Title:** Procedure\_Packing and Transporting of Specimens to the Regional Laboratories

All dates and times are in Pacific Standard Time.

### Packing & Transporting of Specimens

#### Initial Approval

Name/Signature	Title	Date	Meaning/Reason
Janice Wolf (K119893)	Operations Director	16 Aug 2017, 09:27:22 AM	Approved

#### Final Approval

Name/Signature	Title	Date	Meaning/Reason
David Quam (P092597)	Rgnl Mg Admn-Pmg Executive	16 Aug 2017, 10:14:13 AM	Approved

#### Set Effective Date

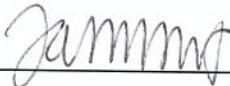
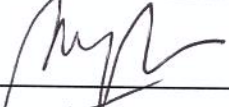
Name/Signature	Title	Date	Meaning/Reason
Matthew Jones (F754627)	Systems Consultant		
Laura Perry (S533438)	Admin Spec II	17 Aug 2017, 04:18:12 PM	Approved



## Packing and Transporting of Specimens to the Regional Laboratories

---

Reviewed and approved by (for Medical Center Area Approval Only):

SIGNATURE	DATE
	5.10.18
Name: <u>Janice M. Wolf</u> Operations Director, Area Laboratory	
	5/10/18
Name: <u>Sony Wirio, MD</u> CLIA Laboratory Director	

---