



# KAISER PERMANENTE®

<b>DOCUMENT NUMBER:</b> SBMC-PPP-0049
<b>DOCUMENT TITLE:</b> Procedure_Packing and Transporting of Specimens to the Regional Laborato
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<b>AUTHOR:</b>	<b>PREVIOUS NUMBER:</b> SCPMG-PPP-0163
<b>OWNER:</b> SBMC Preatalytic Mgr	<b>CHANGE NUMBER:</b>

## 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>

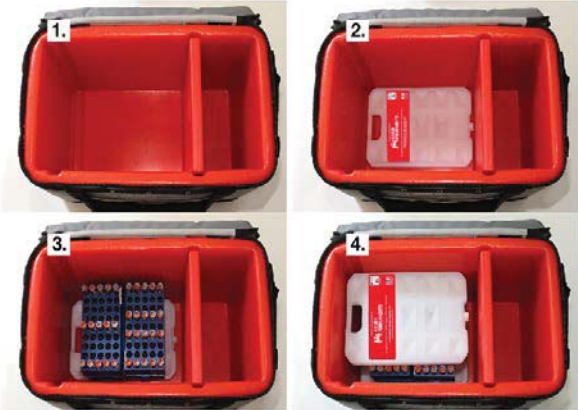
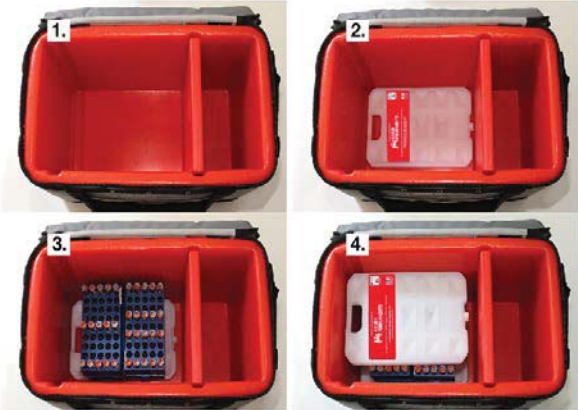
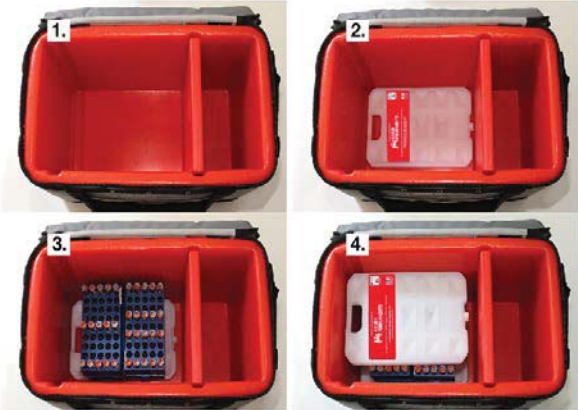
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## Procedure\_Packing and Transporting of Specimens to the Regional Laboratories, continued

Packing and Transporting of Specimens to the Regional Laboratories					
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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" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 35%;">If Transporting</th> <th>Then...</th> </tr> </thead> <tbody> <tr> <td style="vertical-align: top;"> <p><b>Refrigerated Specimens*</b></p> </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...	<p><b>Refrigerated Specimens*</b></p>	<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>
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*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>

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

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Step	Action
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.

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

Regional Parent Document Reference Number: SCPMG-PPP-0163 Rev. 01

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

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## Signature Manifest

**Document Number:** SBMC-PPP-0049

**Revision:** 01

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

**Effective Date:** 10 May 2018

All dates and times are in Pacific Standard Time.

**Review: SBMC-PPP-0049 01 Procedure\_Packing and Transporting of Specimens to the Regional Laboratories**

### Review

Name/Signature	Title	Date	Meaning/Reason
Qiyamaa Portillo (K237031)	Assistant Director Operations	20 Mar 2020, 11:54:42 AM	Reviewed
Janice Wolf (K119893)	Director Operations Area Lab	03 Apr 2020, 12:25:54 PM	Reviewed