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| Purpose  | To provide instructions for the proper handling and labeling of semen specimens submitted for intrauterine inseminations. |

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| Policy | All semen samples submitted for intrauterine inseminations (IUI) are handled and labeled according to semen sample handling procedure every time. |

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| Safety or Special Safety Precautions | ***Refer to the safety manual for general safety requirements.*** |

 | All laboratory employees are expected to maintain a safe working environment and an injury-free workplace. Laboratory employees are responsible for their own safety, the safety of others and adhering to all departmental and medical center safety policies and procedures.* For standard precautions and safety practices in the laboratory; see **Safety Practices**, specifically, but not limited to, equipment safety, proper body mechanics, sharps exposure and proper use of personal protective equipment (PPE).
* For Universal Body Substance precautions, see **Universal Body Substance Precautions**, specifically, but not limited to, exposure to body fluids.
* For proper hand-washing, see **Hand washing Policy**, specifically, not limited to, proper hand-washing.
* For proper infection control, see **Infection Control**, specifically, but not limited to, proper use of gloves.
* For proper handling of regular and infectious waste, see **Handling of Regular and Infectious Waste**, specifically, but not limited to, proper disposal of regular and biohazardous waste.
* For proper cleaning of work area, see **Cleaning Work Areas**.
* For proper handling of chemicals and reagents, see the Chemical Hygiene Plan.
* For proper storage and disposal of chemical hazardous waste, see **Storage & Disposal of Chemical Hazardous Waste**. All laboratory employees are expected to maintain a safe working environment and an injury-free workplace. Laboratory employees are responsible for their own safety, the safety of others and adhering to all departmental and medical center safety policies and procedures.
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| Responsibility |  REI MDs, REI RNPs, CLS, LVNs, MAs |

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| Procedure | Follow the instructions below for proper labeling: |
| Title  |
| **Step** | **Action** |
| **1** | Specimen containers will be labeled with an adhesive label stamped with the Kaiser Permanente Card of the female patient and male donor scheduled for the intrauterine insemination. The medical record number and full name must be clearly legible for both the female patient and male donor. ***Note:**** If patient or donor is not a KP member, it is required that a date of birth is indicated on the container.
* If donor sample is a frozen semen donor, label sample with Donor ID# and frozen date.
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| **2** | Nurse receiving the specimen will initiate a chain of custody document and will be reviewed with the patient to ensure proper documentation. |
| **3** | Nurse will be dropping off specimen, chain of custody form, and evaluation form in the laboratory, all labeled with both female patient and male donor labels. At least 6 additional adhesive labels stamped with the female identifier and 2 additional adhesive labels stamped with the male donor identifier will be included with the forms and specimen as extra labels for processing. |
| **4** | Nurse and laboratory personnel/CLS will review proper documentation on the specimen and forms, and will then sign the chain of custody form for accepting the specimen with proper labels in the laboratory. |
| **5** | CLS processing specimen will label syringe, tube, and laboratory worksheet form with female patient labels, male donor labels, and with matching color coded labels. |
| **6** | After specimen has been processed and is ready for insemination. Lab personnel/CLS will submit completed evaluation form and chain of custody form to the nurse/provider. |
| **7** | After reviewing the evaluation form, the nurse/provider will go to the laboratory and pick up processed specimen. Lab personnel/CLS will sign out the chain of custody form and review the prepared specimen with the nurse/provider for proper documentation.  |
| **8** | Before performing insemination, nurse/provider will review the specimen and verify with the patient by asking patient’s name and date of birth/MRN. |

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| Reference |

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| **Document Number** | **Document Name** |
| LAMC-PPP-0123 | Safety Practices |
| LAMC-PPP-0127 | Infection Control |
| LAMC-PPP-0128 | Universal Body Substance Precaution |
| LAMC-PPP-0129 | Handling of Regular and Infectious Waste |
| LAMC-PPP-0130 | Cleaning Work Areas |
| LAMC-PPP-0132 | Hand-washing Policy |
| LAMC-PPP-0134 | Storage and Disposal of Chemical Hazardous Waste |

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