|  |  |
| --- | --- |
| **Step** | **Action** |
|  **Note** | **IF QUEST 24 Hour Urine Collection Container is received (see picture)** |
|  | **Then:** **Lab Assistants: MOB Area (Pasadena) Outside Reference Lab Send-Out** |
|  **1** | Pasadena MOB lab assistant must write/document the specimen received in their 24-hour urine specimen log* Make sure the start and end date and start and end time of collection are provided
 |
|  **2** | Pasadena MOB lab assistant must print the CERNER accession label and label the 24-hour urine specimen received |
|  **3** | Pasadena MOB lab assistant must shake the container vigorously for at least 1 minute |
|  **4** | Pasadena MOB lab assistant must make 2 aliquots of the specimen using 2 Quest white aliquot bottles for Stone Risk Analysis* Make sure the aliquot bottles are not expired
* Make sure that the white wool is present inside. **DO NOT** remove the white wool
* Make 2 aliquots of the specimen
* Print 2 of the CERNER accession labels and affix to each aliquot bottle
* Secure the 2 aliquot bottles with rubber band/s
 |
|  **5** | Pasadena MOB lab assistant/s must check if sponge is inside the container* After making the aliquots, discard/pour off all the remaining urine inside the 24-hour urine container in the appropriate sink
* Check for the presence of the sponge

|  |  |
| --- | --- |
| **IF SPONGE IS NOT PRESENT** |  **THEN:** |
|  | * Report to manager/CLS immediately
* Keep specimen refrigerated
* Wait for further instructions for manager/CLS
* If nearing end of shift still without resolution, endorse to next shift
 |
| **IF SPONGE IS PRESENT** |  **THEN:** |
|  | * Send the specimen aliquots to the main laboratory, refrigerated
* Write specimen information in the “Specimen Tote Manifest”
 |

 |
|  | **Then:** **4867 Lab Assistants: Outside Reference Lab Send-Out Area** |
|  **1** | The 4867 lab assistant must create a Quest manifest |
|  **2** | The 4867 lab assistant must add the specimen to the manifest |
|  **3** | The 4867 lab assistant must send specimen to Quest, refrigerated |

