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| --- | --- |
| **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 |

