

Beaumont

Origination: 8/15/2019
Effective: 9/19/2021
Last Approved: 9/19/2021
Last Revised: 9/19/2021
Next Review: 9/19/2023
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Area: *Laboratory-Administration*
Key Words:
Applicability: *All Beaumont Hospitals*

Packaging and Transportation of Specimens Between Facilities

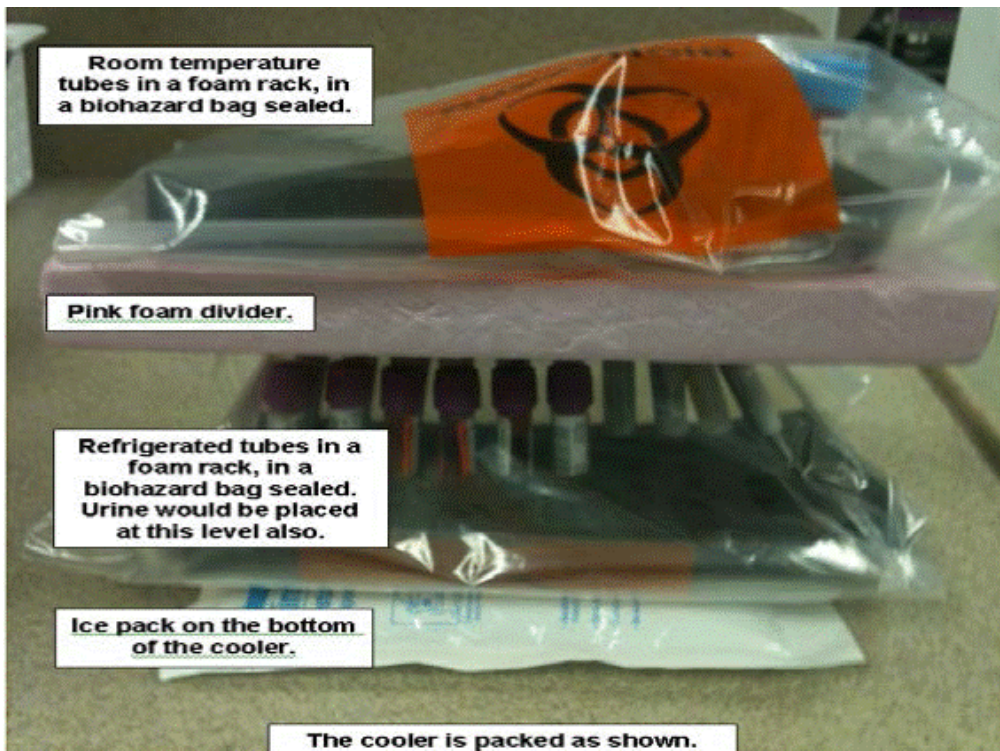
Document Type: Procedure

I. PURPOSE AND OBJECTIVE:

To safely transport specimens to the testing laboratory in compliance with regulatory standards while maintaining specimen integrity.

II. PROCEDURE:

- A. Specimens should be placed in a watertight plastic bag with a biohazard label.
- B. Place any urine cups in separate specimen biohazard bags and seal. Place those bags in a larger biohazard bag and seal.
- C. Place refrigerated, room temperature, and frozen specimens in separate specimen bags.
 1. Place the specimen(s) in a rack if there is a concern over leakage and then in a larger biohazard bag and seal.
 2. If room temperature specimens are sent mark as ROOM TEMP. Couriers will store these separate from refrigerated specimens.
 3. Place bagged frozen specimens in a larger biohazard bag and seal. Mark as FROZEN specimens and place in the appropriate storage area to be picked up by the courier and transported to the testing laboratory. When the courier picks up the frozen specimens, the courier will place the frozen specimens in the courier transport frozen cooler containing dry ice.
- D. Sealed zippered plastic bags containing specimens are placed in the appropriate storage area to be picked up by the couriers and transported to the testing laboratory.
- E. Make sure that the packing list is placed so that it shows the bar code and the destination location. Refer to the [Specimen Processing Preparing Specimens to be Sent from One Beaumont Site to Another Beaumont Site](#) procedure.
- F. The cooler is packed as shown below:



Attachments

No Attachments

Approval Signatures

Step Description	Approver	Date
CLIA Site Licensed Medical Directors	Mitval Amin: Chair, Pathology - OUWB	9/19/2021
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Operations Directors	Brittnie Berger: Dir, Lab Operations C	8/17/2021
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Step Description	Approver	Date
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Operations Directors	Amy Knaus: Dir, Lab Operations C	8/10/2021
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Operations Directors	Kimberly Geck: Dir, Lab Operations B	8/10/2021
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Applicability

Dearborn, Farmington Hills, Grosse Pointe, Royal Oak, Taylor, Trenton, Troy, Wayne

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