

PROCEDURE

Corewell Health East - Pneumatic Tube System - Dearborn, Taylor, Trenton, Wayne

This Procedure is Applicable to the following Corewell Health sites:

Corewell Health Dearborn Hospital, Corewell Health Taylor Hospital, Corewell Health Trenton Hospital, Corewell Health Wayne Hospital

Applicability Limited to:	N/A
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Functional Area:	Clinical Operations, Laboratory
Lab Department Area:	Lab - General

1. Principle

The purpose of this document is to provide details about proper transportation of specimens via the pneumatic tube system, and how to handle downtime and contamination.

2. Responsibility

Personnel who have completed the competency requirements will perform these tasks.

3. Procedure

- A. **Standard Precautions** should be used in the handling of specimens.
- B. **Acceptable Specimens** for transport via the pneumatic tube system.
 1. Specimens must be collected in a CLOSED system.
 - a. Blood
 - b. Urine for Urinalysis (UA) only if collected in a 12 mL. vacuum tube
 - c. Urine for culture only if collected in a 5 mL. boric acid vacuum tube
 - d. Urine for Drug Screen testing in an orange screw-cap sterile specimen cup with lid secured properly.
 2. **Exceptions - Specimens not collected in a closed system:**
 - a. RUBBER CAPPED blood gas syringes
 - b. Culturettes
 - c. Transport Tube with Screw Cap in Biohazard bag (e.g. Universal Transport Tube with Screw Cap, e-swab Transport Tube)
- C. **Unacceptable Specimens** for transport via the pneumatic tube system.
 1. Any other specimens, e.g. Cerebral Spinal Fluid (CSF), Medicolegal Specimens, etc. must be hand delivered to the Laboratory.
 2. **LEAKING SPECIMENS MUST NOT BE PLACED IN A PNEUMATIC TUBE CARRIER.**
 - a. Leakage of a specimen into the pneumatic tube system will result in a complete shutdown of the system until decontamination can be accomplished.
- D. **Specimen Transportation Requirements**
 1. **Collection**

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- a. Specimens must be collected in vacuum tubes or an approved device, e.g. blood gas syringe.
 - b. Laboratory collection requirements must be observed for specimens, e.g. proper tube, transport on ice, etc.
 - c. Urine specimens collected in 12 mL. vacuum tubes or 5 mL. boric acid vacuum tubes may be sent to the Laboratory via the pneumatic tube system.
 - d. Urine for Drug Screen testing in an orange screw-cap sterile specimen cup may be sent to the Laboratory via the pneumatic tube system. Secure lid properly.
 - e. OTHER urine containers must be sent to the Laboratory by courier.
2. **Transport**
 - a. Specimens must be enclosed in a bag or other device approved by the Laboratory. The enclosure/bag must be sealed and the specimen requisition placed in the outside pouch. DO NOT STAPLE the requisition to the enclosure/bag.
 - b. COVID-19 specimens must be double bagged.
 - c. It is recommended that specimens be padded prior to transport in the tube system to immobilize specimen containers in the pneumatic tube.
 - d. Blood Culture bottles must be transported separately from other specimens.
 - e. Only specimens from one patient should be transported in each tube carrier to minimize both turnaround time and potential for breakage.
3. **Carrier Flow**
 - a. Upon receipt of a carrier in Central Processing, Laboratory personnel wearing gloves shall empty the carrier, then immediately send it back to the originating station.
- E. **Pneumatic Tube System Downtime Procedures**
 1. If the Pneumatic tube system goes down do the following:
 - a. Notify Facilities Management that the tube system is not functioning.
 - b. Implement appropriate downtime procedure.
 - 1) Transport specimens, including STATS by courier.
- F. **Contamination of a Tube Carrier**
 1. In the event of leakage of a Laboratory specimen into a tube carrier, the following procedure will be implemented.
 2. Laboratory personnel will assess whether the contamination is confined to the carrier. If the contamination extends outside of the carrier; Facilities Management must immediately be notified so that the clean out procedure for the system can be initiated according to the manufacturer's instructions.
 3. If necessary, a recollection of the specimen will need to be ordered.
 4. If the contamination is confined to the tube carrier, the carrier is to be taken out of service to be decontaminated.
 - a. Decontamination of the tube carriers involves the following:
 - 1) Soak in 10% sodium hypochlorite (Bleach) or another Infection Prevention approved disinfectant.
 - a) Rinse with water
 - b) Dry
 - c) Send carrier back to the originating station after decontamination has been completed.
- G. **Inappropriate Use of the Pneumatic Tube System**
 1. If specimens are received which are not approved for transportation through the tube system, e.g. urine in a screw-top container, laboratory management and/or staff will contact the management of the originating department.
 2. Continued inappropriate use of the Pneumatic Tube System by an identified Station will be followed up by Laboratory Management with the Manager of that area.

4. Revisions

Corewell Health reserves the right to alter, amend, modify or eliminate this document at any time without prior written notice.

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5. Procedure Development and Approval

Document Owner:

Laura Judd (Operations Specialist)

Writer(s):

Kylene McIntosh (Mgr, Lab Support Svcs)

Reviewer(s):

Helen Anonick (Supv, Lab Processing), Kristie Chennault (Supv, Lab Processing), Marie Borg (Supv, Lab Processing)

Approver:

Christopher Ferguson (Dir, Laboratory Services), Jeremy Powers (Chief, Pathology), Kylene McIntosh (Mgr, Lab Support Svcs), Muhammad Arshad (Chief, Pathology), Sarah Britton (VP, Laboratory Svcs)

6. Keywords

Not Set