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| **Steps** | | **Details** | **Diagram, Work Flow, or Picture (if applicable)** |
| 1 | Receipt of Survey from FED-EX / UPS | Received in warehouse and brought to lab by material handlers |  |
| 2 | Receive by Laboratory personnel | Warehouse requires signature at receipt in the laboratory. |  |
| 3 | Distribution | Receiver will deliver surveys to department Lead Tech or Supervisor if available.  Note: If Supervisor or Lead tech is not available, receiver will send electronic notification to notify them of receipt then proceed to step #4 |  |
| 4 | Document receipt and ensure proper Storage | Lead tech, Supervisor or receiver will document received date and sign section survey log. They will also check proper storage requirement and check specimen integrity. |  |
| 5 | Survey sample preparation | Follow section/survey specific procedures for specimen preparation | Blood Bank |
| Chemistry |
| Hematology |
| Micro |
| SRL |
| ATC- Prepare barcodes for interfaced devices and follow survey instructions for sample preparation. |
| 6 | Assign Survey(s) to tech(s) | Lead Tech or Supervisor will send email with read receipt to tech(s) who will be responsible for running survey samples. Notification will include special testing instructions and due date | Note: Assignments of surveys should be rotated among all trained staff. |
| 7 | Testing of Survey Samples | Tech(s) assigned to run survey samples should read or follow detailed instructions as assigned. |  |
| 8 | Results given to Lead Tech or Supervisor | After completing assigned testing, Tech(s) will give results to the Lead Tech or Supervisor, on or before the due date |  |
| 9 | Entering Results in CAP website | Lead Tech, Supervisor, or designee will enter results into the CAP website and sign survey schedule log |  |
| 10 | Clerical Double Check | After results are entered, someone other than the person entering the results will double check data entry and sign survey schedule log. This may be another Lead Tech/Supervisor/ or designee |  |
| 11 | Submission of Results to CAP | After the clerical double check, results are submitted to CAP |  |
| 12 | Feedback from CAP | An Evalution is sent from CAP with successful / unsuccessful results and will be shared with all techs |  |