


CP 1/3/17

	Specimen Transportation Policy <i>Lab Admin 14</i>	Original Effective Date:	June 1, 2016
		Current (Revised) Date:	June 1, 2016
		Contact:	Laboratory Compliance and QA Manager
Approval Signature: <i>Gregory Pomper</i>		Date of Signature:	<i>1/24/17</i>
Name and Title: Gregory Pomper, MD, Medical Director, Department of Clinical Laboratories			

1) General Policy Statement:

To maintain and facilitate safe transport practices for specimens and/or specimen containers transported within Wake Forest Baptist Medical Center and to outside clinics, offsite laboratories and other hospitals. Practices should meet the requirements of appropriate accrediting agencies such as OSHA, TJC, CAP, AABB and FDA regulations and with Universal ("Standard") Blood and Body Fluid Precautions. It is the policy of WFBMC to require complete labeling of patient specimen containers that may contain harmful additives such as acids or other chemical preservatives. Appropriate PPE should be worn when handling such specimen containers during transport. All employees who are required to transport specimens and/or specimen containers must complete appropriate Safe Handling and Biohazard training offered through Environmental Health and Safety, prior to transport.

Wake Forest Baptist Health discourages the use of personal vehicles for the transport of biohazardous specimens.

- a) **Scope:** All WFBMC Department of Laboratory Medicine and Pathology employees, Faculty and staff are responsible for complying with this policy.
- b) **Responsible Department/Party/Parties:**
 - i. **Policy Owner:** Department of Laboratory Medicine and Pathology
 - ii. **Procedure:** Department of Laboratory Medicine and Pathology
 - iii. **Supervision:** Department of Laboratory Medicine and Pathology
 - iv. **Implementation:** Department of Laboratory Medicine and Pathology

2) Definitions: For purposes of this Policy, the following terms and definitions apply:

- a) **WFBMC:** Wake Forest Baptist Medical Center and all affiliated organizations including Wake Forest University Health Sciences (WFUHS), North Carolina Baptist Hospital (NCBH), all on-site subsidiaries as well as those off-site governed by WFBMC policies and procedures.
- b) **Policy:** As defined in the Policy on Creating and Amending Policy, a statement of principle that is developed for the purpose of guiding decisions and activities related to governance, administration, or management of care, treatment, services or other activities of WFBMC. A policy may help to ensure compliance with applicable laws and regulations, promote one or more of the missions of WFBMC, contain guidelines for governance, and set parameters within which faculty, staff, students, visitors and others are expected to operate.
- c) **CLIA:** Clinical Laboratory Improvement Amendments
- d) **CAP:** College of American Pathology
- e) **AABB:** American Association of Blood Banks
- f) **TJC:** The Joint Commission

g) **OSHA:** Occupational Safety and Health Administration

3) Policy Guidelines:

a) General Requirements :

Specimen Transportation:

- i. Specimens of blood or other potentially infectious materials shall be placed in a well-constructed container with a secure lid which prevents leakage during handling, storage, transport or shipping. If outside contamination of the primary container occurs, then a second leak proof container shall be placed over the outside of the first and closed to prevent leakage during handling, storage or transport. Specimens which leave the hospital must be labeled with a biohazard label or Biohazard specimen bag.
- ii. When transporting multiple specimens of blood or other potentially infectious materials within the facility, a biohazard labeled transport container (i.e. pail or cooler) shall be used.
- iii. Special precautions should be taken when transporting specimens for 24 Hour Urine Collection. These jugs typically contain a chemical preservative, either Boric Acid in the form of a tablet or in some cases 6N HCL, which is a liquid acid. Gloves should be worn at all times when handling these containers for transport to or from the laboratory. Before placing the jugs in a compliant transport container/bag always check the lid to make sure it is closed and sealed appropriately and there is no visible evidence of leakage. If suspected leaking is visible, notify a supervisor in the main lab before transporting or handling.
- iv. Chemical spill kits should be readily available in areas of the laboratory where specimens are received or dropped off in the laboratory.
- v. For transport of specimens using the Pneumatic Tube System, refer to policy: Safe Transportation of Biohazard Materials Using the Pneumatic Tube System.

[http://ishare.wakehealth.edu/GoverningPolicy/Policies/Safe Transportation of Biohazardous Materials Using Pneumatic Tube System.pdf](http://ishare.wakehealth.edu/GoverningPolicy/Policies/Safe%20Transportation%20of%20Biohazardous%20Materials%20Using%20Pneumatic%20Tube%20System.pdf)

4) Review/Revision/Implementation

- a) Review Cycle: This policy shall be reviewed by the Department of Laboratory Medicine and Pathology at least every 2 years from the effective date.
- b) Office of Record: After authorization, the Legal Department shall house this policy in a policy database and shall be the office of record for this policy.

5) Related Policies

Safe Transportation of Bio hazardous Materials Using the Pneumatic Tube System
Formerly: PPB-NCBH-53

6) Governing Law or Regulations

Department of Labor/OSHA 29 CFR 1910.1030 Bloodborne Pathogens or a requirement of a national professional organization}

7) Attachments: None

8) Revision Dates: Implementation Date November 1, 2016