



GP 1/16/19

	Contaminated Requisition Handling Lab Admin 18	Dept:	Pathology
		Effective Date:	11/96
		Revised Date:	July 2015
		Contact:	Laboratory Compliance and QA
Name & Title: Gregory J. Pomper, MD		Date: 3/6/17	July 2015
Signature: 			

1) General Procedure Statement:

- a. **Scope:** Defines how to handle requisitions which are contaminated with blood and/or other body fluids in a manner which avoids possible future contamination to others who may be required to handle the requisition.
- b. **Responsible Department/Party/Parties:**
 - i. Procedure owner: Department of Pathology
 - ii. Procedure: Clinical and Anatomic sections of the Department of Pathology
 - iii. Supervision: Clinical and Anatomic section managers
 - iv. Implementation: Department of Pathology Chairman and Department of Pathology Administrative Director

2) Definitions: None

3) Procedure:

- a. It is the responsibility of the person first encountering the contaminated requisition to prevent any other person from being exposed.
- b. Handle contaminated requisitions in one of the following ways:
 - Copy
 - Place the contaminated requisition in a plastic sheet cover
 - Make a copy of the contaminated requisition
 - Discard the contaminated requisition
 - Use the requisition copy
 - Decontaminate
 - Place the contaminated requisition on a dry paper towel

- Soak the spot on the requisition with a decontaminating solution such as 1:10 Clorox
 - Allow the requisition to dry
 - Beside the spot, write “decontaminated” – date and initial
 - Replace
 - If the requisition is saturated with blood and/or body fluids or so contaminated that it cannot be easily handled, a new requisition should be requested
- 4) **Review/Revision/Implementation:**
a. Review Cycle: 2 years
b. Office of Record: Department of Pathology
- 5) **Related Policies:** N/A
- 6) **References, National Professional Organizations, etc.:** N/A
- 7) **Attachments:** N/A
- 8) **Revision Dates:**