

	Medical Center Specimen Transport Guidelines OP-306-05	Dept:	Outpatient Phlebotomy 324306
		Effective Date:	February, 2011
		Revised Date:	February, 2019
		Contact:	Rinard Howard
Name & Title: Greg Pomper, MD Medical Director		Date:	
Signature:			

1) General Procedure Statement:

- a. **Purpose:** To provide the safest environment for our staff while transporting specimens from off-site clinics or through the pneumatic tube system.
- b. **Responsible Department/Scope:**
 - 1.Procedure owner/Implementer: Outpatient Phlebotomy
 - 2.Procedure prepared by: Rinard Howard, MHA PBT – ASCP
 - 3.Who performs procedure: Outpatient Phlebotomy staff

2) Procedure: Specimen Transport

1. Specimens delivered to the laboratory via the pneumatic tube system are sealed in plastic biohazard bags. Stat samples will be sealed in plastic biohazard bags that are designated as STAT bags. The pneumatic carriers for transportation of biological samples, such as blood, are red and must include absorbent cushions for padding.
2. Specimens from offsite locations are delivered in coolers which are maintained at refrigerated temperature with chill packs. If the specimen needs to be maintained as a warm sample (i.e. Cryoglobulin) the chill pack is not added.
3. Samples that must be maintained at a particular temperature prior to testing will be delivered with the appropriate warming or cooling material. Warm water or an ice slush may be used as appropriate.
4. Coolers used for specimen transport are designated with a biohazard sticker.

3) Related Procedures: N/A

4) References: N/A

5) Attachments: N/A

6) Revised/Reviewed Dates and Signatures:

Reviewed/Revised Date: _____ **By:** _____
(Medical Director/Designee)

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