
	i-STAT Cartridge Sign Out CCL-025	Dept: 324318	Critical Care Labs
		Effective Date:	March 2000
		Revised Date:	June 2015
		Contact:	Ann Shoffner
Name & Title: Gregory Pomper, MD CLIA Laboratory Director		Date:	2 / 25 / 19
Signature: 			

1) General Procedure Statement:

- a. **Purpose:** Each user site is responsible for signing out, room temperature dating and obtaining i-STAT cartridges and supplies from the Clinical Laboratory. This procedure serves as a guide for OR Lab staff and i-STAT user sites, regarding appropriate means of issuing and obtaining i-STAT cartridges.
- b. **Responsible Department/Party/Parties:**
 - i. Procedure owner: Ann Shoffner
 - ii. Procedure: Critical Care Lab (CCL) Staff
 - iii. Supervision: Ann Shoffner
 - iv. Implementation: Ann Shoffner and Critical Care Lab (CCL) Staff

2) Procedure:

A. Cartridge Sign out and handling:

1. Each user site is responsible for signing out i-STAT cartridges and supplies from the OR Lab. In rare cases, the OR Lab staff may be called upon to assist in signing out the cartridges for the user sites. **Cartridges cannot be sent via the pneumatic tube.**
2. Critical Care OR Lab staff should make sure that cartridges with the oldest receipt date are placed as forward as possible in the i-STAT refrigerator.
3. Cartridges marked with "NEW LOT NUMBER or DO NOT USE" should not be issued.
4. The oldest expiration cartridges should be issued first.
5. Each box of cartridges that is removed from the refrigerator should be marked with the:
 - Receipt date
 - Date/time out of the refrigerator
 - Room Temperature expiration date (see below)
 - Initials of the issuing staff member
6. User sites obtaining cartridges should log cartridge information on the appropriate cartridge sign out sheet found in the *i-STAT Cartridge Sign Out* book. There is a sheet for each cartridge type and each user site. The following information should be documented on the sign out log sheet.
 - Date
 - User Site
 - Cartridge type
 - Lot Number
 - Box number(s) of cartridges issued
 - Quantity issued, cartridge expiration date (room temp or refrigerated)
 - How cartridges are issued (room temp or refrigerated)
 - The name of the person obtaining or issuing the cartridges.
7. The cartridges should be at room temperature prior to testing. An individual cartridge is ready to use after sitting at room temperature for 5 minutes. A full box of 24/25 cartridges should sit at room temperature for about 1 hour prior to use.

8. **Room Temperature Expiration Dating:** User sites should only take the amount of cartridges that will be used before the room temperature expiration date. Once cartridges are removed from the refrigerator, the appropriate room temperature expiration date should be noted on each individual cartridge. This expiration date may either be hand written or carefully stamped using a labeling device. Expiration dating should be placed on the edge of the cartridge so the pouch does not become damaged. Punctures in the pouch will affect cartridge integrity.

The following list shows the acceptable room temperature expiration dating:

- **Creatinine cartridges**—14 DAY room temperature expiration date
- **PT/INR**—14 DAY room temperature expiration date
- **ACT-Celite**—14 DAY room temperature expiration date
- **ACT-Kaolin**—14 DAY room temperature expiration date
- **Chem 8**—14 DAY room temperature expiration date
- **G3**—2 Month room temperature expiration date
- **CG4**—2 Month room temperature expiration date
- **EG7**—2 Month room temperature expiration date

9. **IMPORTANT:** Room temperature expiration dating should never exceed the manufacturer refrigerated expiration dating.

10. **User Site Refrigerated Cartridge Sign-Out:** Specifically identified sites may stock I-STAT cartridges in site-specific refrigerators. Each box of 24/25 cartridges should be labeled with the receipt date and date issued to the user site along with the initials of the Clinical Laboratory personnel who issues the cartridges. The cartridges should be taken directly from the Clinical Laboratory refrigerator to the user site refrigerator, so the cartridges do not warm to room temperature.

11. **Cartridges Close to Expiration:** User sites may come to the OR Lab and swap cartridges that are close to expiration. The Point of Care Testing Coordinator or designee should be notified so the cartridges can be given to a site that will use them prior to the expiration date.

B. Release of other I-STAT supplies:

The Clinical Laboratory also issues the following supplies for the I-STAT system:

- Thermal printer paper for the I-STAT printers

3) **Related Procedures:** PRO-POCT-LAB-09

4) **Attachments:** none

5) **Related Forms:** Respective POCT iSTAT Cartridge Signout forms

6) **References:** PRO-POCT-LAB-09 Appendix E (istatcartridgesignoutORprocedure082814)

7) **Review/Revision/Implementation:**

- **Review Cycle:** All procedures must be reviewed at least every 2 years.
- **Office of Record:** Department of Pathology, Critical Care Laboratory

8) **Previous Revision Date(s):** 6/08, 10/14

9) **Revised/Reviewed Dates and Signatures:**

Reviewed/Revision Date: _____	Signature: _____
Reviewed/Revision Date: _____	Signature: _____
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