Wake Forest Baptist Medical Center	**Anatomic Pathology** **Transport Services/Tracking System**	**Original Effective Date:**	**2/14/2019**
		Revised Date:	**NEW**
		Contact:	Laboratory Compliance, Quality, Safety and POC Testing
CLIA Laboratory Medical Director:		**Date :**	2/15/19
Surgical Pathology Medical Director:		**Date :**	2/18/2019

1) **General Procedure Statement:**

It is the policy of Wake Forest Baptist Medical Center to perform Transport Services/ Tracking System testing according to established protocols. Only staff members who have been trained in the Transport Services/Tracking system may perform this procedure.

All testing personnel must read the procedure and demonstrate successful Transport Services/Tracking System under the direct supervision of an authorized staff member.

a) **Scope:** All staff members who are educated and qualified to perform these duties.
b) **Responsible Department/Party/Parties:**
   i. Procedure Owner: Laboratory Compliance, Quality, Safety
   ii. Procedure: All staff members who are educated and qualified to perform these duties.
   iii. Supervision: The Medical Director and/or laboratory director, as indicated on covering CLIA certificate.
   iv. Implementation: Each applicable laboratory director and/or site manager is responsible for ensuring compliance with processes stated in this document.

2) **Purpose:**
To provide guidance on the transportation/tracking of anatomic pathology specimens from the collection location to the laboratory.

3) **Principle:**
The laboratory staff will work closely with the courier staff to ensure transportation and tracking of anatomic pathology specimen. Tracking will reduce the risk of lost specimens throughout transportation. Improvements or changes will be discussed with the courier service and/or client.

4) **Procedure:**
Personnel responsible for specimen collection are required to adequately label all specimens with at least two unique identifiers (i.e. name & MRN/DOB) and specimen source/site at the time of collection.

Note: Separate Pathology Specimen Logs should accompany each package of specimens. Pathology, cytology, and molecular specimens should be packaged separately.

The Pathology Specimen Tracking Logs are available through the Pathology Department.

Clinics are strongly encouraged to retain their specimen transport log copies to assist in investigating potential specimen receipt discrepancies as instructed by Medical Director.

At point of collection (Clinic):

1.) Include the following information when completing The Pathology Specimen Log (in triplicate, provided by Pathology)

i. Clinic name.
ii. Date of specimen submission.
iii. Patient name & date of birth.
iv. Specimen type.
v. Number of specimen containers being submitted to laboratory for each patient.
vi. Number of total containers.

2.) Patient specimen(s) should be packaged in one individual biohazard bag, per patient, along with their corresponding written or printed requisition and recorded on the specimen log. The requisition should be placed in the outer bag pocket.

Specimens for each department (pathology, cytology, & molecular) should be packaged into separate large biohazard bags with one Pathology Specimen Log per bag. The log should be placed in the outer bag pocket.

At specimen pick-up (Courier):

1.) The courier will

i. Sign and date the log.
ii. Scan the barcode using the courier's software/barcode system.
iii. Leave the pink copy of the form at the clinic office.
iv. Place the remaining copies in the outer pocket of the large biohazard bag.

During transport, the specimen bag should remain sealed to reduce the risk of a lost specimen.

At specimen delivery to laboratory (Courier):

1.) The courier will:

i. Indicate the drop off date and time at the laboratory on the log.

Central processing:

1.) Determine which anatomic pathology section the specimens are intended for.

i. Surgical pathology specimens can be placed directly into the Surgical Pathology bin without opening the large biohazard bag.

ii. Cytology specimens, excluding liquid based pap smear vials, can be placed directly into the Cytology bin without opening the large biohazard bag.

Note: For pap smears, continue to step 2 and refer to the CP 23 'Pap Smear & Pap Smear Aliquot Receipt' procedure.

iii. Molecular pathology specimens can be placed directly into the PCR bin without opening the large biohazard bag.

2.) If opening a large biohazard bag in Central Processing

i. Verify the contents of the large biohazard bag match the Pathology Specimen Log.
ii. Record the number of specimen containers received for each patient in the corresponding box under the "Specimen Received in Central Processing" column.
iii. Initial and date in the bottom left corner of the log.
iv. Retain the yellow copy of the Pathology Specimen Log.
v. Place all samples back into the large biohazard bag.

Exception: Pap smears will follow CP 23 procedure

vi. Place the white copy in the outside bag pocket
vii. Place specimens in the corresponding bin for transport to the appropriate laboratory section.

Section Laboratory:

1.) Upon arrival in the laboratory section:

i. Record the receipt date and time on the log and verify the contents The verifying staff will initial the log.
ii. Note any discrepancies and an initiate to include contact with the clinic, courier, and Central Processing. Record any resolutions.
iii. Keep the white copy.

***Note: Should specimen(s) remain unaccounted for, the laboratory should document using RL6.**

A copy of the log will be maintained in the laboratory section for a minimum of 6 months.

After hours drop off at Central Processing:

Anatomic Pathology specimens will be delivered to Central Processing afterhours. A Pathology Specimen Log should be included with the specimens. If an Anatomic Pathology Log is not included:

1.) Obtain an Anatomic Pathology Specimen Log located in Central Processing.
2.) Have the individual complete the log prior to accepting the specimens.
3.) Record the date and time the specimens were delivered to Central Processing.
4.) Provide the pink copy to individual delivering the specimens.
5.) Package the log in the outer pocket of the specimen bag.

Outreach accounts may choose to utilize the CareEvolve manifest. Since these manifests can contain both anatomic and clinical pathology specimens, handling of CareEvolve manifests will follow Central Processing's procedures.

5) **Review/Revision/Implementation:**

a) Review Cycle: Each 2 years
   i. All new policies/procedures/guidelines and those that have major revisions must be reviewed/signed by the CLIA Laboratory Medical Director.
   ii. Review/sign-off can be completed by the designated section Medical Director or section manager in the following circumstances:
      - Biennial review
      - Minor document revisions

b) Office of Record: Laboratory Compliance- Quality, Safety and POC Testing

6) **Related Policies:**

7) **Attachments:**

Attachment A – Pathology Specimen Log Sheet

8) **Revision Dates:**

Pathology Specimen Log

Patient Name	Medical Record #	Specimen Type	# of containers	Specimen received in Central Processing	Specimen received in specific laboratory	Comments
Courier Signature	Date		Total # of containers	Drop Off Date & Time to Central Processing	Drop off/Pick Up Date & Time to specific Laboratory	

A log should be completed for each large bag of specimens. Specimens for Pathology, Cytology, and Molecular Testing should be packaged separately.

Contact information: OR Path Lab (336) 716-8423 Cytology (336) 716-4217 Molecular Lab (336) 716-2756

Original Copy – Lab Yellow Copy – Courier Pink Copy – Physician Office