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|  | **Medical Center Specimen Transport Guidelines****IPP#7** | **Dept:**  | **Inpatient Phlebotomy 324305** |
| **Effective Date:** | **2/17/2011** |
| **Revised Date:** | **March 2019** |
| **Contact:** | **Laurie Watson** |
| **Name & Title: Greg Pomper, MD Medical Director** | **Date:** |  |
| **Signature:**  |

1. **General Procedure Statement:**  To give guidelines to staff concerning the proper transportation of specimens.
	1. **Purpose:**This procedure is to serve as a guide for trained personnel in the Inpatient Phlebotomy Department to perform the services described herein. These guidelines should be used in conjunction with proper training and only by qualified Phlebotomists.
	2. **Responsible Department/Scope:**
		1. Procedure owner/Implementer: Inpatient Phlebotomy
		2. Procedure prepared by: Laurie Watson MT(ASCP)
		3. Who performs procedure: Inpatient Phlebotomy staff

1. **Procedure:** Phlebotomists must provide the safest and most professional environment for our patients and guests therefore phlebotomists will adhere to guidelines which are monitored by OSHA for specimen delivery to the lab.
	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 requiring delivery during pneumatic tube system down times are delivered by hand by the Phlebotomist to Central Processing.
	3. Specimens requiring special handling as warming or cooling materials will be delivered promptly via either the pneumatic tube system or hand delivered. Warm water or ice slush may be used as appropriate. Notify Central Processing that samples have been sent or delivered.

1. **Review/Revision/Implementation:**

All procedures must be reviewed at least every 2 years.

* All new procedures and procedures that have major revisions must be signed by the CLIA Laboratory Medical Director.

* All reviewed procedures and procedures with minor revisions can be signed by the designated section manager.
1. **Related Procedures: Specimen Transportation Policy Lab Admin 16**
2. **References: GEN.40515**
3. **Attachments:** **N/A**
4. **Revised/Reviewed Dates and Signatures:**

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| Review Date: | Revision Date: | Reason: | Signature: |
|  | 3/6/2017 | Reformatted to Medical Center standard template | Laurie Watson, MT, ASCP |
|  | 2/21/2019 | Revised signature page | Laurie Watson, MT, ASCP |
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