Wake Forest Baptist Medical Center	**CP 31** **Container Storage in Beaker**	**Dept:**	324317
		Dept Name	Central Processing
		Effective Date:	
		Revised Date:	
Name & Title: CLIA Laboratory Medical Director		**Contact:**	Julie H Simmons
Signature: Greg Pomper		**Approved Date:**	**12/5/19**

I. General Procedure Statement:

A. Purpose: Blood, Urine and Fluid samples are submitted to the lab for processing and storage. This procedure is to provide guidelines to Central Processing staff for the electronic storage of specimens. Accession and Spin rotation are assigned specific functions but staff is expected to work together and communicate when workload is heavy.

B. Responsible Department/Scope:

i. Procedure owner/Implementer: Julie H. Simmons
ii. Procedure prepared by: Julie H. Simmons
iii. Who performs procedure: Department staff/management

C. Definitions:

RACK NAMES:
Urine: WC CP EXTRA URINE TUBES RACK 1 (Numbered 1 to 4)
Autopsy: WC CP AUTOPSY RACK 1 (Numbered 1 to 13)
Fluid: WC CP FLUID RACK 1 (Numbered 1 to 3)

RETENTION:
Urine: 3 days
Autopsy: 1 year
Fluid: 30 days

D. Sections:
I. Storing Specimen in Rack
II. Discarding Rack

E. Protocols:

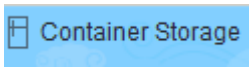
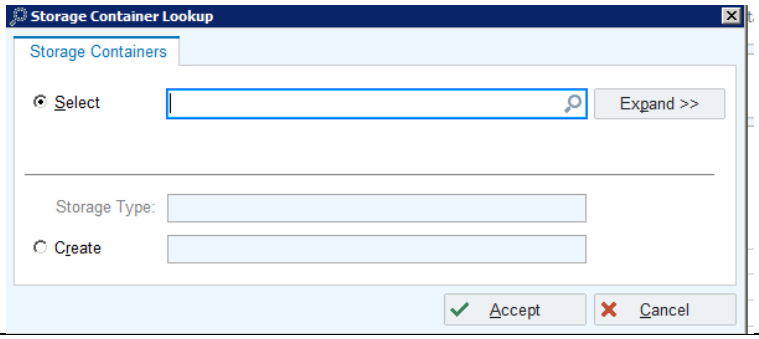
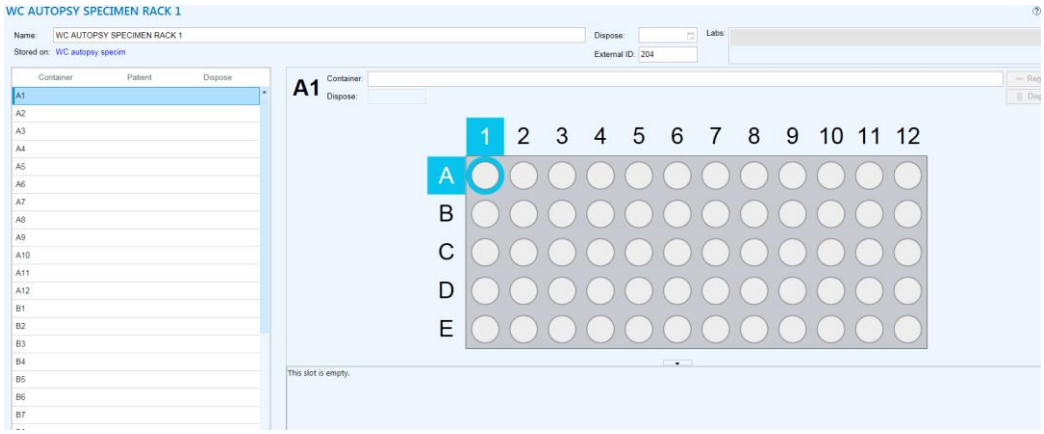
1. Autopsy specimens are centrifuged. The serum is removed and stored frozen for one year. The cells are retained in the Spin refrigerator for 7 days.
   Accessioning will order and then 'rack' the specimen. The 'rack' location (i.e. A1, A2, etc.) will be written on the label that is printed for the plasma/serum so that 'Spin' can physically put in the correct rack.

2. Urine cultures that have an ‘extra’ will be stored physically in the rack in the Spin area at room temperature and electronically will be ‘racked’ in the Beaker urine rack. Extra urine culture tubes will be kept 3 days.

3. Fluids that have ‘freeze and hold’ will be stored physically in the rack in the Spin freezer for 30 days and electronically will be ‘racked’ in the Beaker fluid rack. Fluids that are received with an extra tube will have the ‘Extra’ tube ordered and will be kept in the refrigerator for 7 days.

2. Procedure: I. Storing Specimen in Rack

Chemical Risk Assessment: Low
Biological Risk Assessment: Moderate
Protective Equipment: Gloves, Lab coat
Supplies: N/A
Reagents: N/A
Equipment: N/A
Specimen Requirements: Properly labeled

STEPS	INSTRUCTIONS	CHANGE/ APPROVAL
1.0	**Go to Container Storage in Beaker.**  	
2.0	**Type in the name of the rack (Refer to Definition Section on page 1) in the 'Select' box and click the search icon.** 2.1 Select the rack. 2.2 Click Accept.	
3.0	**Scan the specimen barcode when the rack opens.**  3.1 Information should appear after scanning. 3.2 Verify correct information. 3.3 Record location on the label or taglet. (i.e. A1, A2, A3). 3.4 Click Update.	

2. Procedure: II. Discarding Racks

Chemical Risk Assessment: Low
Biological Risk Assessment: Moderate
Protective Equipment: Gloves, Lab coat
Supplies: N/A
Reagents: N/A
Equipment: N/A
Specimen Requirements: Properly labeled

STEPS	INSTRUCTIONS	CHANGE/ APPROVAL
1.0	**Open "Container Storage" function.**	
2.0	**Select the rack to be discarded.**	
3.0	**Verify the Dispose date.**	
4.0	**Select "Dispose All."**	
5.0	**Change the "Dispose" date to the number of days from the current date to begin using the rack for current samples.** a. Urine rack: 4 days from today b. Autopsy rack: 365 days from today **c.** Fluid rack: 30 days from today	
6.0	**Close "Container Storage" function.**	
7.0	**Dispose of the specimens in the large biohazard trash can. (large brown container under the Spin counter)**	

3. Review/Revised/implemented:

All procedures must be reviewed every two years.
All new procedures and procedures that have major revisions must be signed by the CLIA Director.
All reviewed procedures and procedures with minor revisions can be signed by the designated section medical director or designee.

4. Related Procedures:

CP6: Autopsy Specimen Handling
CP20: Fluid Specimen Handling and Processing
CP48: Spin Procedures

5. References: NA

6. Attachments: NA

7. Revised/Reviewed Dates and Signatures:

See Document Change Control

Document Change Control			
Title: CP 31 Container Storage in Beaker			
Previous title:			
Written date	11/25/19	Written by:	Julie H Simmons
Validated date	11/27/19	Approved by	Kirsten Decker
Approved date		Approved by	
Approved date		Approved by	
Approved date		Approved by	
Effective date in use		In use by	

Revisions

Revised Date	By	MD Date	By	MD Date	By	MD Date	By	Effective Date	By
Reviewed Date	By	Revisions:							
Revised Date	By	MD Date	By	MD Date	By	Review Date	By	Effective Date	By
Validate Date	By	Revisions:							
Revised Date	By	MD Date	By	MD Date	By	Review Date	By	Effective Date	By
Validate Date	By	Revisions:							
Revised Date	By	MD Date	By	MD Date	By	Review Date	By	Effective Date	By
Validate Date	By	Revisions:							

Locations		Out of Use: Date:		By	
		Reason			

Reviews: Record date/initials

Date	Initials	Date	Initials	Date	Initials	Date	Initials