Wake Forest Baptist Medical Center	**CP 6** **Autopsy Specimen Handling**	**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 samples from autopsy cases are submitted to the lab for processing and storage. This procedure is to provide guidelines to Central Processing staff for the processing and storage of autopsy specimens. Accession and Spin rotation are assigned specific functions but staff is expected to work together and communicate when workload is heavy. Autopsy specimens are kept for a minimum of 1 year.

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:

Autopsy specimens: Retained for 1 year

D. Sections:

I. Ordering in Requisition Entry (Accession rotation)
II. Processing the Specimen (SPIN rotation)
III. Locating an Autopsy Specimen
IV. Requests for Admission Blood from Autopsy

E. Protocols:

SPECIMEN STORAGE:

1. Autopsy sample racks are stored long-term in freezer 11 located in the Main Lab Storeroom. The current Autopsy rack used for racking newly received samples is kept in the Central Processing freezer in the SPIN area. The specimen is electronically racked in Beaker.
2. Place the autopsy sample into the current autopsy rack in use in the Central Processing freezer located in SPIN.

SPECIMEN LOGGING:

1. Autopsy samples are logged into the Autopsy Storage Racks in Beaker beginning January 2020.
   a. Prior to 1/2020, autopsy specimens were logged onto a log sheet that was kept in a folder on the front of the freezer door and were numbered to correspond with the autopsy rack number currently being filled in the SPIN freezer. Completed logs were kept in the Autopsy Specimen Log Notebook which is kept on top of the refrigerator/freezer in SPIN. These log sheets will be retained for the life of the Autopsy specimen.

AUTOPSY RACK ROTATION AND ORGANIZATION:

1. There are 13 Autopsy racks, numbered 1 through 13, physically and in Beaker.
2. Racks should be used in chronological order, i.e. Rack 1, then Rack 2, then Rack 3, etc.
3. Fill each individual rack sequentially.
4. The tech that places that last sample in a rack should place the filled rack in freezer 11 in the storeroom.
5. A new rack is prepared by locating the next sequential rack number, it should be the oldest rack. (Example, is the current rack is number 3 and it is filled, locate rack 4)
6. Discard the samples from this rack.*(example, rack 4)
   NOTE: Samples are kept for a minimum of 1 year so the specimen collection date should be checked prior to discarding. If less than one year, then notify management and do NOT discard.
7. * AUTOPSY SAMPLES ARE IRRETRIEVABLE. IF IN DOUBT ABOUT DISCARDING SAMPLES PLEASE ASK FOR ASSISTANCE.

2. Procedure: I: Ordering in Requisition Entry (Accession Rotation)

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	**Log into Beaker.**	
ACCESIONING	1. Enter Requisition Entry. 2. Choose Autopsy as the submitter. 3. Verify that the specimen is identified with a minimum of first and last name and autopsy number. 4. Enter requisition number. a. Requisition number is the A19-*** # on the autopsy label with the 19 representing the calendar year and changing annually to represent the current year. 5. Type in the patient name and enter. 6. Enter sex (M/F/Unknown) and click "new" to create the patient record when the box opens. 7. Enter the following information: a. provider listed on the requisition b. test "AUTOPSY SPECIMEN HOLD" (LAB4182) in the Procedure line 8. Click Create specimens 9. Enter collection date and time from the requisition. 10. Click receive. 11. Write the autopsy number on the top of the zebra label, i.e. Ayr-***. a. YR would be the current year, i.e. 19 for 2019, 20 for 2020, etc. 12. Add the sample to the correct Autopsy Rack in Beaker. Refer to CP31: Container Storage in Beaker. 13. Record the Autopsy Beaker rack location on the aliquot label. 14. Place a taglet on the requisition and file it in the manual requisition folder.	

2. Procedure: II: Processing the Specimen (SPIN Rotation)

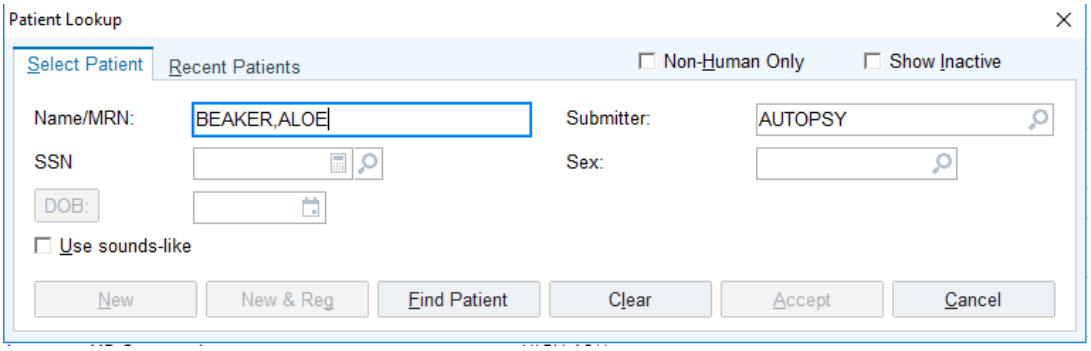
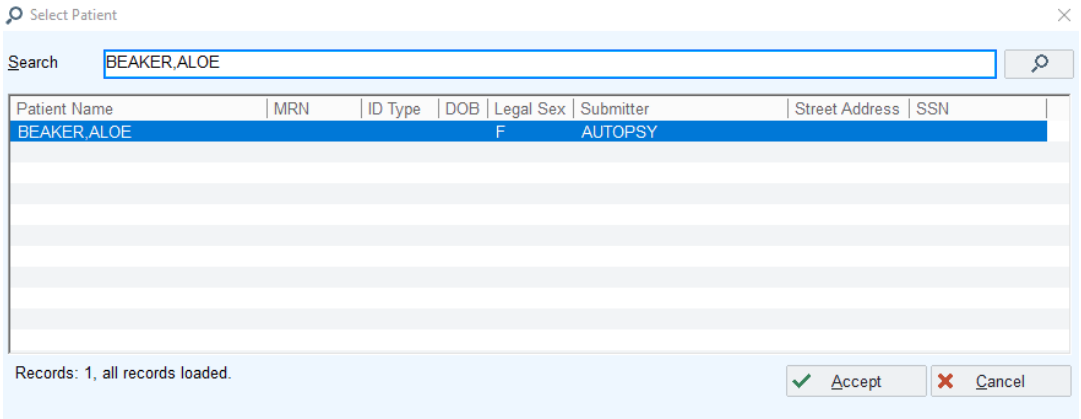
Chemical Risk Assessment: Low
Biological Risk Assessment: High
Protective Equipment: Gloves, gown, Protective Shield

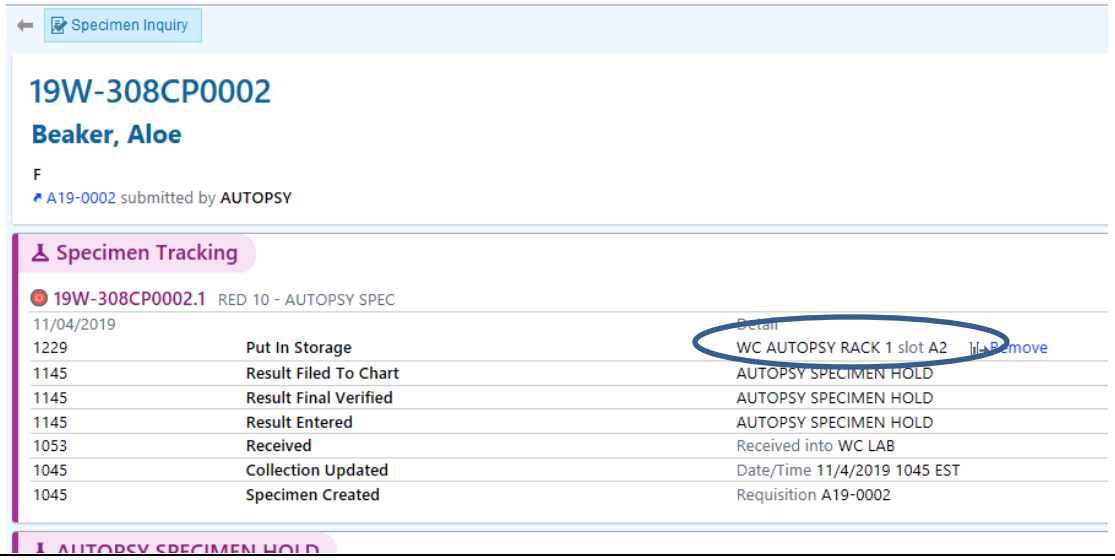
Supplies: N/A
Reagents: N/A
Equipment: Centrifuge
Specimen Requirements: Properly labeled

STEPS	INSTRUCTIONS	CHANGE/ APPROVAL
SPIN ROTATION	1. Verify the specimen is labeled with a minimum of first and last name and autopsy number. 2. Centrifuge the sample. 3. Transfer the serum into an aliquot tube. a. The sample may be extremely hemolyzed. Do not fill tubes more than ½ full as serum will expand as it freezes. 4. Label the aliquot tube with the zebra label that printed. 5. Initial the aliquot label. 6. Place cells in the extra rack in the spin refrigerator. 7. Check the aliquot for the rack location (i.e. A1, A2) and place the aliquot tube of serum in the corresponding rack in the freezer.	

2. Procedure: III: Finding a Specimen in Beaker Storage.

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	**Log into Beaker.**	
2.0	**Go to Specimen Inquiry by Patient.**	
3.0	**Type AUTOPSY in submitter box.**	
4.0	**Type Last name, first name in 'Name/MRN' box.** 	
5.0	**Click Find Patient.** 5.1 Patient should show if autopsy specimen.  **5.2** Click Accept.	

STEPS	INSTRUCTIONS	CHANGE/ APPROVAL
6.0	**Click on the Specimen number to open specimen inquiry.** 6.1 Look at Specimen tracking 'Put in Storage' to locate the Rack number and slot. 	

2. Procedure: IV: Requests for Admission Blood by Autopsy.

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	**Receive request from Medical Examiner or designee for Admission Blood work on a deceased patient.**	
2.0	**Go to Specimen Inquiry by Patient.** 2.1 Enter patient name or MRN to determine if admission blood work is available.	
3.0	**Pull all available 'Admission' blood work on patient and set aside in the walk-in refrigerator.** 3.1 Autopsy will send someone to retrieve the blood specimens.	

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: NA

5. References: NA

6. Attachments:

Attachment 1: Detailed Beaker Instructions for Autopsy Specimen Handling

7. Revised/Reviewed Dates and Signatures:

See Document Change Control

Document Change Control									
Title: CP 6 Autopsy Specimen Handling									
Revisions									
Revised Date	By	MD Date	By	MD Date	By	MD Date	By	Effective Date	By
12/1/19	JHS								
Reviewed Date	By	Revisions: Updated to reflect using Beaker racks for electronic recording of storage instead of log sheets. Added Attachment 1 to detail out how to handle autopsy specimens. Added Section III on how to find Autopsy specimens in Beaker and Section IV about requests for admission blood work from autopsy.							
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			

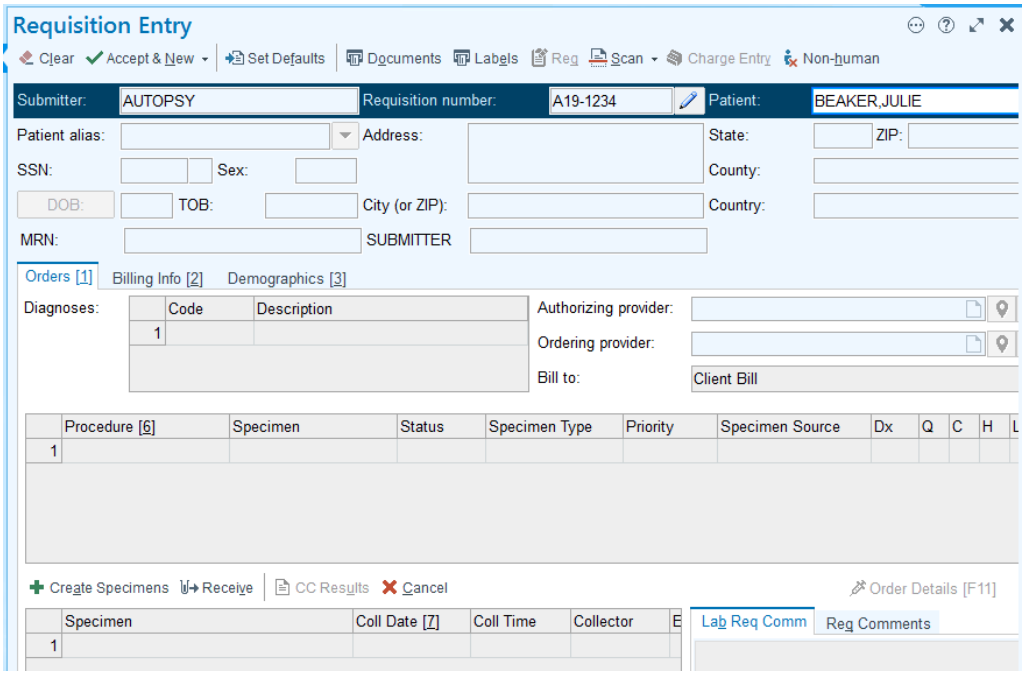
Reviews: Record date/initials

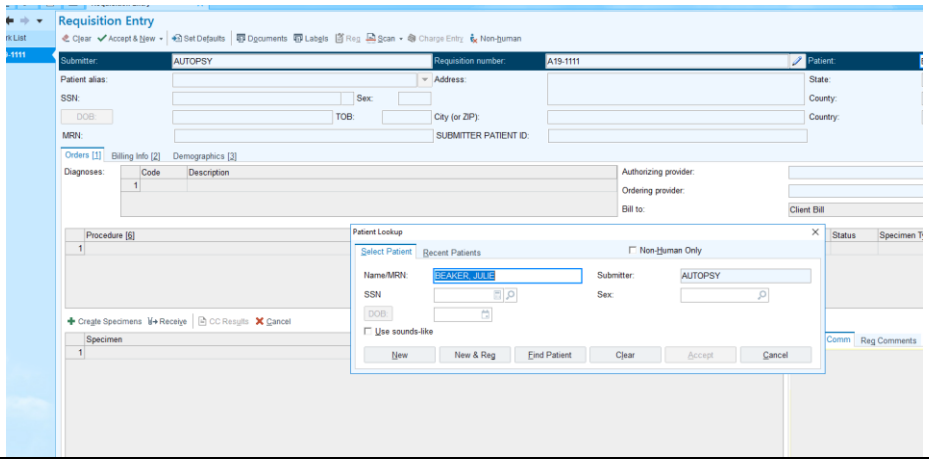
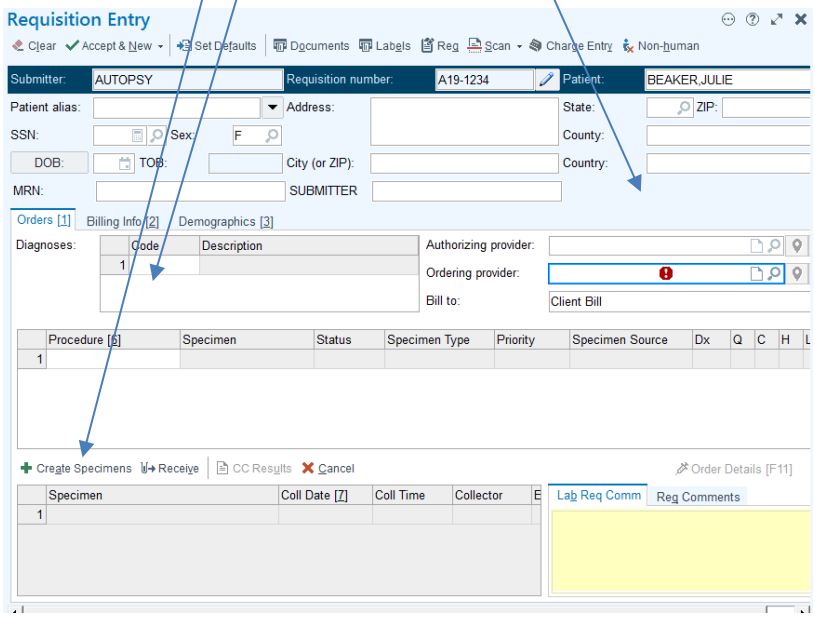
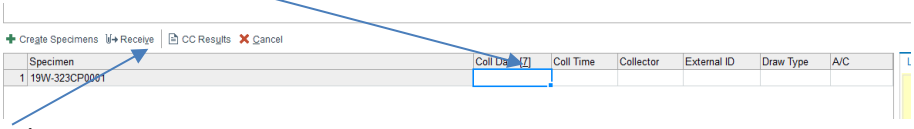
Date	Initials	Date	Initials	Date	Initials	Date	Initials

Attachment 1: Detailed Beaker Instructions for Autopsy Specimen Handling

A. Ordering in Requisition Entry (Accession Rotation)

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	**Log into Beaker.**	
2.0	**Enter Requisition Entry.** 2.1 Choose Autopsy as the submitter.  2.2 Verify that the specimen is identified with a minimum of first and last name and autopsy number. 2.3 Enter requisition number. a. Requisition number is the A19-*** # on the autopsy label with the 19 representing the calendar year and changing annually to represent the current year. 2.4 Type in the patient name and enter.	

STEPS	INSTRUCTIONS	CHANGE/ APPROVAL
3.0	Enter sex (M/F/Unknown) and click “new” to create the patient record when the box opens. 	
4.0	**Enter the following information:** **a. provider listed on the requisition** **b. test “AUTOPSY SPECIMEN HOLD” (LAB4182) in the Procedure line** 4.1 Click Create specimens  4.2Enter collection date and time from the requisition.  4.3Click receive.	

STEPS	INSTRUCTIONS	CHANGE/ APPROVAL
5.0	**Write the autopsy number on the top of the zebra label, i.e. Ayr-***.** **5**.1 YR would be the current year, i.e. 19 for 2019, 20 for 2020, etc.	
6.0	**Add the sample to the correct Autopsy Rack in Beaker.** Refer to CP31: Container Storage in Beaker. 6.1 Record the Autopsy Beaker rack location on the aliquot label.	
7.0	**Place a taglet on the requisition and file it in the manual requisition folder.**	

B. Processing the Specimen (SPIN Rotation)

Chemical Risk Assessment: Low
Biological Risk Assessment: High
Protective Equipment: Gloves, gown, Protective Shield

Supplies: N/A
Reagents: N/A
Equipment: Centrifuge
Specimen Requirements: Properly labeled

STEPS	INSTRUCTIONS	CHANGE/ APPROVAL
1.0	**Verify the specimen is labeled with a minimum of first and last name and autopsy number.**	
2.0	**Centrifuge the sample.**	
3.0	**Transfer the serum into an aliquot tube.** 3.1 The sample may be extremely hemolyzed. Do not fill tubes more than ½ full as serum will expand as it freezes.	
4.0	**Label the aliquot tube with the zebra label that printed.**	
5.0	**Initial the aliquot label.**	
6.0	**Place cells in the extra rack in the spin refrigerator.**	
7.0	**Check the aliquot for the rack location (i.e. A1, A2) and place the aliquot tube of serum in the corresponding rack in the freezer.**	