

	<b>Job Aide CP 1.1 RENDO and Clemmons Allergy Packing Lists</b>	<b>Department:</b>	Central Processing Lab
		<b>Effective Date:</b>	Refer to Title 21
		<b>Revised Date:</b>	Refer to Title 21
		<b>Contact:</b>	Central Processing Lab Section Manager

**Procedure:**

**Reproductive Endocrinology (RENDO / REI) - Beaker generated**

1. Open “Packing List Editor” function
2. Click “Create”
3. Select “Miscellaneous Packing List”
4. Click “Accept”
5. Scan the barcode of each specimen to send in “Container” column
6. Select Destination as “REI Reproductive Lab”
7. Click “Ready”
8. Click “Picked Up”
9. Two (2) packing lists will automatically print
10. Initial both copies of the packing list
11. Place one (1) copy with the samples in a biohazard bag
12. Place one (1) copy in the Outgoing Packing Lists folder

**Clemmons Allergy – Beaker generated**

13. Open “Packing List Editor” function
14. Click “Create”
15. Select “Miscellaneous Packing List”

- 16.** Click “Accept”
- 17.** Scan the barcode of each specimen to send in “Container” column
- 18.** Select Destination as “Clemmons Lab”
- 19.** Click “Ready”
- 20.** Click “Picked Up”
- 21.** Two (2) packing lists will automatically print
- 22.** Initial both copies of the packing list
- 23.** Place one (1) copy with the samples in a biohazard bag
- 24.** Place one (1) copy in the Outgoing Packing Lists folder