Wake Forest® Baptist Health	**DOCUMENT TYPE:** ☒ Procedure	**ORIGIN DATE IN TITLE 21** 03/11/2020
CLIA Lab Director: Dr. Gregory Pomper	**LAB DEPARTMENT:** Central Processing Lab	**CONTACT:** Central Processing Lab

APPLICABLE LABORATORY(S)):

☒ North Carolina Baptist Hospital (NCBH)
☐ Lexington Medical Center (LMC)
☐ Davie Medical Center (DMC)
☐ Wilkes Medical Center (WMC)
☐ High Point Medical Center (HPMC)
☐ Westchester
☐ Clemmons

PROCEDURE STATEMENT

This procedure provides guidelines to Central Processing staff for the electronic storage of specimens. Accession and Spin rotations are assigned specific functions, but staff are expected to work together and communicate when workload is heavy.

SCOPE

i. Procedure Owner/Implementer: Central Processing Lab
ii. Procedure Prepared by: Central Processing Management
iii. Who Performs Procedure: Central Processing Team Members

DEFINITIONS

A. Procedure: A process or method for accomplishing a specific task or objective.
B. WFBH Lab System: Wake Forest Baptist Lab System is a health system that includes Wake Forest Baptist Medical Center and all affiliated organizations including Wake Forest University Health Sciences (WFUHS), North Carolina Baptist Hospital (NCBH), Lexington Medical Center (LMC), Davie Medical Center (DMC), Wilkes Medical Center (WMC), High Point Medical Center (HPMC), Lab at Westchester and Lab at Clemmons.
C. Beaker Rack Names:
   Urine: WC CP EXTRA URINE TUBES RACK (Numbers 1-4)
   Autopsy: WC CP AUTOPSY RACK (Numbers 1-20)
   Fluid: WC CP FLUID RACK (Numbers 1-3)
D. Retention:
   Urine: 3 days
   Autopsy: 1 year
   Fluid: 30 days

POLICY GUIDELINES

A. Procedure

Note: Appropriate personal protective equipment (PPE) must be worn when handling biohazardous specimens

1. Specimens in Container Storage

a) Autopsy specimens are centrifuged. The serum is removed and stored frozen for one year. The cells are retained in the refrigerator for 7 days. Accessioning will order and then "rack" the specimen in the Container Storage activity in Beaker. The "rack" location (A1, A2, etc.) will be written on the Beaker label for the serum so that Spin can place the serum sample in the correct rack position.

b) Extra urine culture (preservative) tubes will be stored physically in the rack in the Spin area at room temperature and will be "racked" in the Beaker urine rack. Extra urine culture tubes will be kept 3 days.

c) Fluids that have a "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 an Extra tube ordered and will be kept in the refrigerator for 7 days.

2. Storing Specimen in Rack

a) Go to Container Storage in Beaker.

b) In the Select box, type in the name of the rack and click the search icon (refer to Definitions section for rack names). Choose the desired rack and click Accept.

c) Scan the specimen barcode in the Container Storage activity.
   i. Specimen information should appear after scanning. Verify the correct information and record the rack location on the label or taglet (i.e. A1, A2). Exit Container storage by clicking the "X" at the top of the Container Storage window or tab.

3. Discarding Racks and Starting a New Rack

a) Open Container Storage.

b) Select the rack to be discarded.

c) Verify the samples have been held the appropriate length of time.

d) Select Dispose All (at bottom left of window).

e) Change the Dispose date to the correct date to begin using the rack for current samples.

i. Urine rack: 4 days from today
ii. Autopsy rack: 365 days from today
iii. Fluid rack: 30 days from today

f) Racks are used in sequential order. If we are currently on WC CP Autopsy Rack 10, then the next rack to be started is WC CP Autopsy Rack 11.
Once the last rack has been used, cycle back to the first rack in the series, for example finish WC CP Fluid Rack 3, then start over with WC CP Fluid Rack 1.

REFERENCES

None

RELATED PROCEDURES/POLICIES

Autopsy Specimen Handling
Fluid Specimen Handling and Processing
Spin Procedures

ATTACHMENTS/LINKED DOCUMENTS

None

REVISION DATES: REVIEW CHANGE SUMMARY AS REPRESENTED IN TITLE 21.