Wake Forest® Baptist Health	**DOCUMENT TYPE:** ☒ Procedure	**ORIGIN DATE IN TITLE 21**
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

The purpose of this procedure is to provide instruction for processing of Sendouts samples.

SCOPE

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

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.

POLICY GUIDELINES

A. Procedure

1. After Sendouts hours, samples should be processed and stored as necessary to maintain integrity for testing.

2. Central processing staff will receive samples in the Beaker WC Lab Receiving activity.

3. Specimens are processed as indicated in Attachment A. If any questions about specimen requirements, refer to the Sendouts binder. An example from the binder is shown below with test name, tube type, sample type, volume, and storage information highlighted.
   If the Storage section is blank (as shown below), then the sample should be refrigerated. Storage section will indicate if sample must be room temperature or frozen.

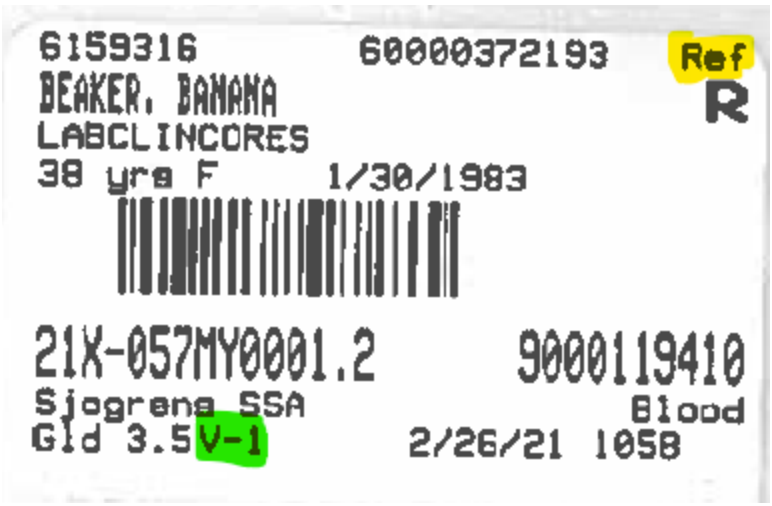
Test name	Aspergillus Galactomanan Antigen	*ID:*	1596
Abbrev			
Tube Type:	Gold - Spin Gold SSTwithin 4 hours		
Sample type	Serum - Send in original tube - DO NOT POUR OFF		
Sample Vol	1.5 mL (Min 1.0 mL)		
Storage			
Vendor	Mayo		
Price	($48.00 - inv)	*test #*	ASPAG
Set Up / TAT:			
What is it for?	for BAL see Platelia Aspergillus Antigen		
Special notes	Multiple samples may be sent - do NOT cancel as duplicate.		
LIS Code	LAB1311 SASPG	*CPT Code*	87305 - 43010164
Address			

4. Open Beaker Tracking (Aliquot Tracking)

5. Scan the specimen barcode. An aliquot label will print.
   Example: 21X-057MY0001.2

7. Locate appropriate aliquot tube type. Label aliquot tube with aliquot label.

8. Aliquot label will indicate preferred aliquot volume and storage conditions as shown below. Aliquot volume is highlighted green (V-1 means volume 1 mL) and storage highlighted yellow (Ref = refrigerated). Refer to the Sendouts binder for minimum volume if needed.



9. Pipet or pour aliquot into labeled aliquot tube and store aliquot as indicated. Racks are labeled for appropriate testing laboratory in the Sendouts refrigerator/freezer. If there is extra serum/plasma, leave in the original tube in case additional orders are placed.

10. If a red top tube is received, but the label lists a gold top (or vice versa), write on the aliquot label what type of sample you received. **Testosterone Free and Total: Red top tube only**

11. Place original tube in the hold rack on the Sendouts bench.

REFERENCES

None

RELATED PROCEDURES/POLICIES (NAVEX)

None

ATTACHMENTS/LINKED DOCUMENTS (TITLE 21)

Attachment A: Common Sendout Test Processing

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

Common Sendout Test Processing

Test	Tube Type	Spun?	Storage
Any	Gold Top SST	Yes	See aliquot label or Sendouts Binder
All EXCEPT HLA-PRA	Red top	Yes	See aliquot label or Sendouts Binder
Miscellaneous Test (RTEST)	Check Sendouts Binder	Check Sendouts Binder	Check Sendouts Binder
Cord Drug Screen	Sterile cup with umbilical cord	N/A	Refrigerate
Quantiferon Gold			
Incubate as soon as possible or within 14 hours of collection. Incubate tubes upright at 37 +/- 1°C for 16-24 hours. If tubes are not incubated immediately after collection, remix tubes by inverting 10 times immediately prior to incubation. Print an extra label and place it on the log at the sendout bench with the time put in and time to take out. Initial by time in. Put tubes in the incubator in micro lab.			
TIME SENSITIVE – PROCESS STAT			
Test	**Tube Type**	**Spun?**	**Storage**
Cryoglobulin, Serum	Red **kept warm**	Yes – **keep warm until spun then refrigerate aliquot within 30 minutes Minimum 3mL**	Warm until spun; aliquot serum and refrigerate
Cytokine Panel	Gold Top SST	Yes - **Spin and Pour Off within 2 Hours of Collection**	Frozen (Serum aliquot)
Urine Myoglobin	Random Urine	No	Aliquot in Myoglobin Transport Tube (in labeled Sendouts drawer) within 1 hour of collection. Refrigerate.
DO NOT OPEN – DO NOT POUR OFF			
Test	**Tube Type**	**Spun?**	**Storage**
Aspergillus galactomannan Antigen	Gold Top SST	Yes	Refrigerate
Fungitell (1-3)-b-D-Glucan Assay (Fung1-3-b-D)	Gold Top SST	Yes **within 2 hours of collection Do Not Open**	Refrigerate
Lymphocyte Proliferation to Mitogens, Blood (lymph bld)	Green top Na Hep	**NO**	**Room Temperature**
Neutrophil Function, Oxidative Burst (Neutro funct)	Green top Na Hep **and a control specimen Na Hep from a normal healthy donor**	**NO**	**Room Temperature**

Lavender top tubes			
Test	**Tube Type**	**Spun?**	**Storage**
Thiopurine Metabolites	Lav 3.0 mL	**NO**	Refrigerate
Light Protected (Amber aliquot tubes)			
Test	**Tube Type**	**Spun?**	**Aliquot Storage**
Vitamin B6	Green top – Na Hep or Li Hep	Yes	Refrigerate in Amber tube
Vitamin B7 (Biotin)	Red top	Yes	Freeze in Amber tube
Vitamin B3 (Niacin)	Lavender 10mL	Yes	Freeze in Amber tube
Vitamin B5 (Pantothenic Acid)	Gold top	Yes	Freeze in Amber tube
Vitamin B1 (Thiamine) – **Whole Blood**	Lavender 10mL	**No**	Freeze in Amber tube
Vitamin B2 (Riboflavin)	Green top Na Hep or Li Hep	Yes	Refrigerate in Amber tube
Vitamin E	Red top or Gold top	Yes	Refrigerate in Amber tube
Vitamin C	Green top Li Hep or Na Hep **on ice**	Yes	Freeze in Amber tube
Carotene	Red top or Gold top	Yes	Room temperature in Amber tube