

	DOCUMENT TYPE: Procedure	ORIGIN DATE 6/1993
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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

PURPOSE

The purpose of this procedure is to provide laboratory personnel with guidelines for checks of temperature regulated equipment and corrective actions to ensure the equipment is functioning properly and within acceptable range per regulatory guidelines.

SCOPE

This procedure applies to Central Processing Lab employees.

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.

SUPPLIES/MATERIALS

Temperature Logs

PROCEDURE GUIDELINES

Note: Temperature logs with corrective actions will be reviewed by the Laboratory Section Manager in a timely manner upon completion of each month

- A. Spin refrigerator and freezer

1. Refrigerators and freezers are equipped with a CenTrak temperature tag and probe to allow for continuous temperature monitoring.
 - a. Spin refrigerator (C066100) Tag: 2636693
 - b. Spin freezer (C066100) Tag: 2624647
2. On a daily basis, read and record the temperature of the refrigerator and freezer on the Central Processing Spin Refrigerator and Freezer Temperature Log in the corresponding box.
 - a. Refrigerator: Probe 2. Acceptable range: 2 to 8°C
 - b. Freezer: Probe 1. Acceptable range: 0 to -20°C
2. Record your initials on the log in the Initials column for the corresponding date.
3. If a temperature is outside of the acceptable range, check that the door is properly closed and has not been open for an extended period of time.
 - a. If the door was open:
 - i. Secure the door closed and recheck the temperature in 30 minutes.
 - ii. If the temperature remains out of range, determine if samples must be moved to maintain stability and contact Clinical Engineering for service using the service response center number, 6-1111.
 - iii. Document corrective action on the temperature log.
4. At the end of the month, place the completed temperature log in the Central Processing Lab manager's mailbox for review and storage.

B. RVP (Tube Room) Refrigerator

1. On a daily basis, read and record the temperature of the refrigerator on the Central Processing RVP Refrigerator Temperature Log in the corresponding box.
 - a. Acceptable range: 2 to 8°C
2. Record your initials on the log in the initials column for the corresponding date.
3. If the temperature is outside of the acceptable range, check that the door is properly closed and has not been open for an extended period of time.
 - a. If the door was open:
 - i. Secure the door closed and recheck the temperature in 30 minutes.
 - ii. If the temperature remains out of range, determine if RVP kits must be moved to maintain stability and contact Clinical Engineering for service using the service response center number, 6-1111.

- iii. Document corrective action on the temperature log.
 4. At the end of the month, place the completed temperature log in the Central Processing Lab manager's mailbox for review and storage
- C. SPOT Monitors for Continuous Temperature Monitoring
1. Refrigerators and freezers are equipped with a CenTrak temperature tag and probe to allow for continuous temperature monitoring of the equipment.
 - a. Spin refrigerator (C066100) Tag: 2636693
 - b. Spin freezer (C066100) Tag: 2624647
 - c. RVP (Tube Room) refrigerator (C092725) Tag: 2636870
 2. If the temperature is outside of the acceptable range, a notification by phone will be made to Central Processing.
 - a. Document call and any corrective action on the temperature log.
 - b. If the temperature remains out of range, determine if specimens or supplies must be moved to maintain stability. Notify Central Processing Lab Manager and/or Assistant Manager. Contact Clinical Engineering for service using the service response center number, 6-1111.
 3. Accessing the SPOT website
 - a. Central Processing management may access the SPOT website (<http://spotem.wakehealth.edu/>) to view graphs or reports.
 - b. Probes may be searched using the name or tag numbers. Alerts may be searched by Group: Central Processing.
 - c. Users may enter an Alert Response in the Cetani system by clicking the hyperlink for "Add Response" and Create New.

LITERATURE REFERENCES:

None

RELATED PROCEDURES/POLICIES IN NAVEX:

None

ATTACHMENTS/LINKED DOCUMENTS IN TITLE 21:

Temperature and Humidity Monitoring for Reagents, Equipment and Environments in Clinical Areas

Maintenance – Daily, Weekly, Monthly, As Needed

Spin Refrigerator and Freezer Log

RVP Refrigerator Log

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