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| **Pneumatic Tube Transport System** |
| **Purpose** | This procedure provides instructions for using the PNEUMATIC TUBE TRANSPORT SYSTEM. |
| **Policy Statements** | * To properly transport specimens to the laboratory
* This procedure applies to all laboratory staff.
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| **Materials** | * Specimen
* Biohazard bag
* Transport carriers with foam inserts
* Blood Culture holder
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| **Sample** | This procedure applies to all specimens. |
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| **Procedure** | Follow the activities in the table below for using the PNEUMATIC TUBE TRANSPORT SYSTEM.

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| **Step** | **Action** |
| 1 | Ensure items are not on restricted list. |
| 2 | Ensure specimens are appropriately labeled. |
| 3 | Do not send multiple glass containers, such as blood culture bottles together. Place in separate transport carriers. |
| 4 | Place specimen in biohazard zip-lock bag before placing in carrier with foam insert. |
| 5 | Be sure the latch is clasped tightly. There must not be anything sticking out of the carrier |
| 6 | If station reads “station ready”, place the closed carrier into the dispatcher unit |
| 7 | Select receiving station address and enter into the keyboard. Push the send button and verify “station accepted”. Do not leave tube station until specimen has been sent. |
| 8 | When you receive a carrier with a specimen for laboratory testing, examine for any spillage, outside or inside the bag. |
| 9 | If spillage is observed outside the tube, call the Facilities department to have the tube system shut down to prevent further contamination. * Minneapolis - Facilities (56202)
* St. Paul - Facilities engineer pager number 612-654-5311, if no response call Security (18899)
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| 10 | If spillage is observed inside the bag, call the sending unit and request a new specimen and if the problem is obvious, explain the proper technique to prevent another spill. |
| 11 | Complete a [safety learning report.](http://riskclaimmonpiis.childrenshc.org/RMProWeb/riskweb3.DLL/FrmLogin)  |

Procedure notes1. All blood and body fluid specimens are considered potentially infectious and infection control measures are necessary to prevent exposures. All laboratory specimens and items with the potential to leak or break are to be placed in Biohazard zip-lock bags before transporting. They must be packed in carriers with foam inserts to prevent breakage and any movement during transport.
2. Blood Culture bottles are placed in blood culture holders to prevent breakage. Place blood culture holders in sealed biohazard bags before placing in pneumatic tube carrier.
3. Pneumatic Tube Specimen Transport List

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| Restricted Specimens(DO NOT send in Pneumatic Tube) | Acceptable Specimens(Can be sent in Pneumatic Tube) | Transport Criteria |
| Specimens for: Cold agglutinin titerCryoglobulin (thermoprotein) | Blood collectionGlass tubes | Cap securely Label appropriatelyOne patient’s specimen per bag |
|  | Blood collectionPlastic tubes | Cap securely Label appropriately One patient’s specimens per bag |
|  | Blood collectionSyringe | Remove needleCap securelyLabel appropriatelyRemove all air bubblesOne patient’s specimens per bag |
|  | Blood capillary gas collection | Label appropriately, one specimen per transport container. |
|  | Blood culture bottle | Label each bottle. Place in blood culture holder.One bottle per bag/containerDo not send with other blood specimens |
| Bronchial washings |  |  |
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|  | Culture swab | Label appropriately One specimen per bag |
|  | Culture fluid other than CSF or Stool | Use screw-capped container Label appropriately  |
| Spinal fluid |  |  |
| Stool |  |  |
| Tissues (surgical specimens) |  |  |
| 24 hour urine collection | Urines | Secure lidLabel appropriately |
| Transfusion products that have been “spiked” |  |  |

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| **Supporting Documents** | [Org. Policy 990.00](http://khan.childrensmn.org/references/policy/900/990.00-pneumatic-tube-system.htm) |
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| **Historical Record** |  |  |  |
| **Version** | **Written/Revised by:** | **Effective Date:** |
| 1 | Pneumatic Tube Transport System | 09/2002 |
| 2 | Pneumatic Tube Transport System – Daniel Shaw | 11/2010 |
| 3 | Pneumatic Tube Transport System – Daniel Shaw | 6/2013 |
| 4 | Pneumatic Tube Transport System-Carol Buhl | 9/2013-changed STP spill info. |
|  | 5 | Pneumatic Tube Transport System – Daniel Shaw | Updated logo, added blood culture bottle holders |