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| **Racking Specimens** | | | | | | |
| **Purpose** | This procedure provides instructions for racking specimens. | | | | | |
| **Policy Statements** | * This procedure applies to all laboratory staff who process samples | | | | | |
| Follow the activities in the table below to process samples through Decant. | | | | | |
| **Procedure** | **Step** | **Action** | | | | **Related Document** |
|  |  | A. The Main SQ GUI Menu Selection Screen will open, select **SMART** | | | |  |
|  |  | B. | | | |  |
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|  |  | C. If creating a new rack:      First select the rack type then press new rack button. Rack ID number will be automatically assigned. Then click Yes to print a Rack ID barcode label. Finally, scan CID numbers that need to be racked.  Rack IDs: **MCHEMF**- MIN Chemistry Freeze (Vista/Alinity 7 Days)  **MI2502F**- MIN Celiac/Allergen Freeze (1 Month)  **MC14F**- MIN Architect/ISYS Freeze (14 Days)  **SCHEMF**- STP Chemistry Freeze (Anything but XL 7 Days)  **SXLF**- STP Liaison Freeze (14 Days)  If adding samples to an existing rack:  First, scan the rack ID barcode. Rack type will be automatically filled in.  Then scan CID numbers that need to be racked.  NOTE: Multiple days of MIN Celiac/Allergen samples can be combined under one rack since they are kept for 1 month. | | | |  |
|  |  | D. Order of racking specimens:  First, place a rack so that the side with rack ID holder stays on left side.  Then rack specimens from left to right and back to front. | | | |  |
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| **References** | Sunquest 7.2 Manual | | | | | |
| Training Plan/ **Competency**  **Assessment** | iMentor self-paced classes New employee training Upgrade Training LIS Competencies | | | | | |
| **Historical Record** | **Version** | | **Written/Revised by:** | **Effective Date:** | **Summary of Revisions** | |
| 1 | | S. Kang | 10/22/2019 | Initial Version | |
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