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| **Racking,Unracking and Tracking 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** |
|  | 1 | A. The Main SQ GUI Menu Selection Screen will open, select **SMART** | | | |  |
|  | 2 | 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.  NOTE: Please DO NOT rack specimens that are still pending. Racking uncompleted specimens may result in running duplicate tests. | | | |  |
|  |  | 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. | | | |  |
|  | 3 | Unracking/Removing specimens from a rack:  A. Go to Tracking🡪Rack🡪Status    Select the Rack ID🡪Select the CID number🡪Click Remove    NOTE: Please immediately remove a specimen from SMART rack status once unracked. | | | |  |
|  | 4 | Unracking/Removing a whole rack:  A. Go to Tracking🡪Rack🡪Status    Select Rack ID🡪Click Remove    NOTE: A whole rack is removed only when designated storage time is expired and specimens are thrown away. | | | |  |
|  | 5 | Tracking a specimen:   1. Go to Tracking🡪Specimen🡪Location     B. Enter preferred search information (Usually CID# or ACC#).  A specific specimen type can be entered to narrow down the search.  Click Display.    Scroll all the way to the right to find Rack Slot information. (xxx-xx format)  First three digit number represents the Rack ID number and next two digit number represents the spot number.   |  |  | | --- | --- | | C. Go to Tracking-->Rack-->Status |  |   D. Rack type and rack creation date information can be found here. | | | |  |
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| **References** | Sunquest 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 | |
| 2 | | S.Kang | 02/11/2020 | Added unracking / tracking | |