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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
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| 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🡪StatusSelect the Rack ID🡪Select the CID number🡪Click RemoveNOTE: Please immediately remove a specimen from SMART rack status once unracked. |  |
|  | 4 | Unracking/Removing a whole rack:A. Go to Tracking🡪Rack🡪StatusSelect Rack ID🡪Click RemoveNOTE: 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.

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| 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 classesNew employee trainingUpgrade TrainingLIS 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 |