

# Racking Specimens

**Purpose**


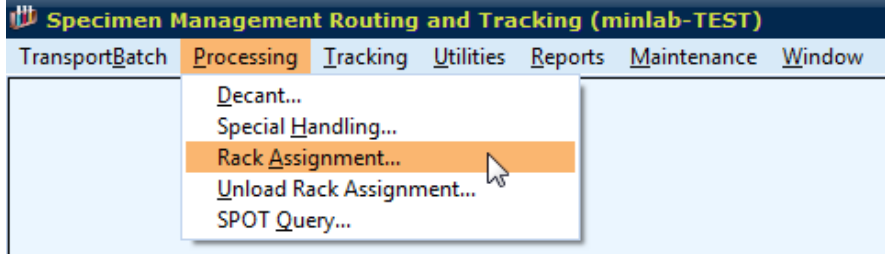
This procedure provides instructions for racking specimens.

**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
1	A. The Main SQ GUI Menu Selection Screen will open, select <b>SMART</b>  	
2	B. 	

C. If creating a new rack:

**Rack Assignment**

**Rack to Load**

Rack ID

Rack Type

SPOT

CID

Load Slot

Total Slots

**SMART**

Print a barcode label?

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)

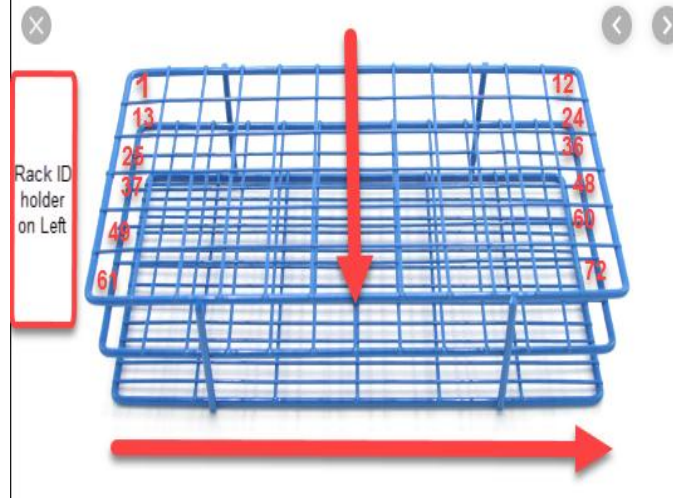
If adding samples to an existing rack:

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.

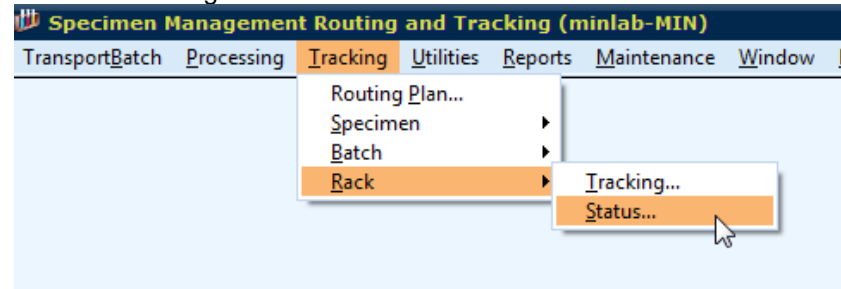
NOTE: Please DO NOT rack specimens that are still pending. Racking uncompleted specimens may result in running duplicate tests.

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.

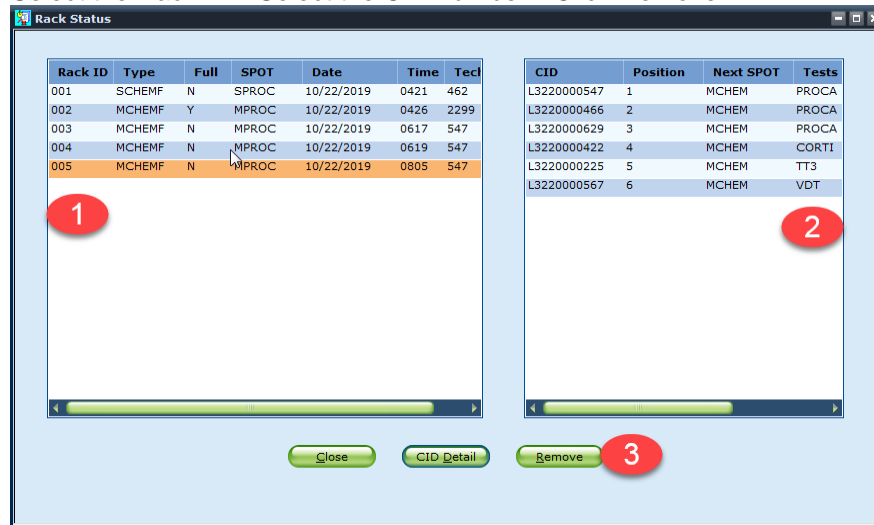


3 Unracking/Removing specimens from a rack:

A. Go to Tracking→Rack→Status



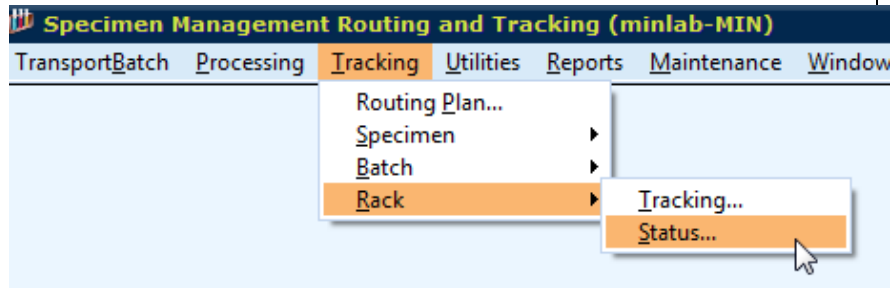
Select the Rack ID→Select the CID number→Click Remove



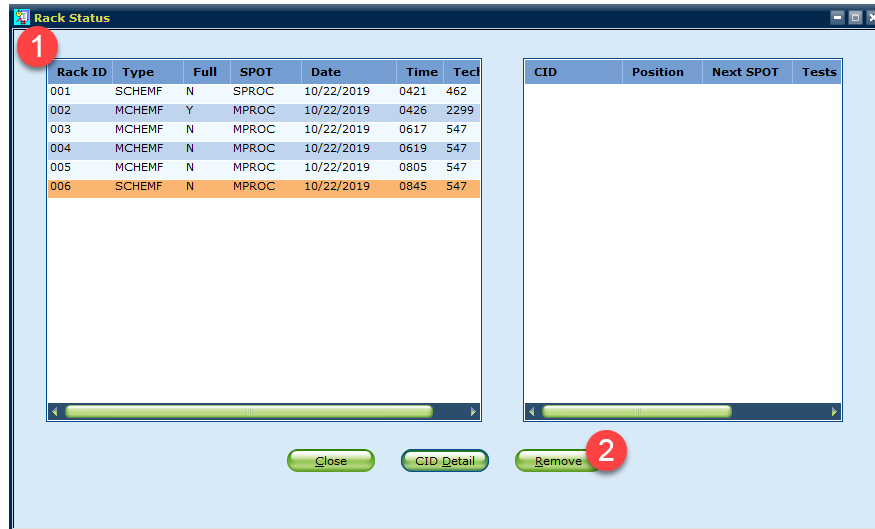
NOTE: Please immediately remove a specimen from SMART rack status once unracked.

4 Unracking/Removing a whole rack:

A. Go to Tracking→Rack→Status

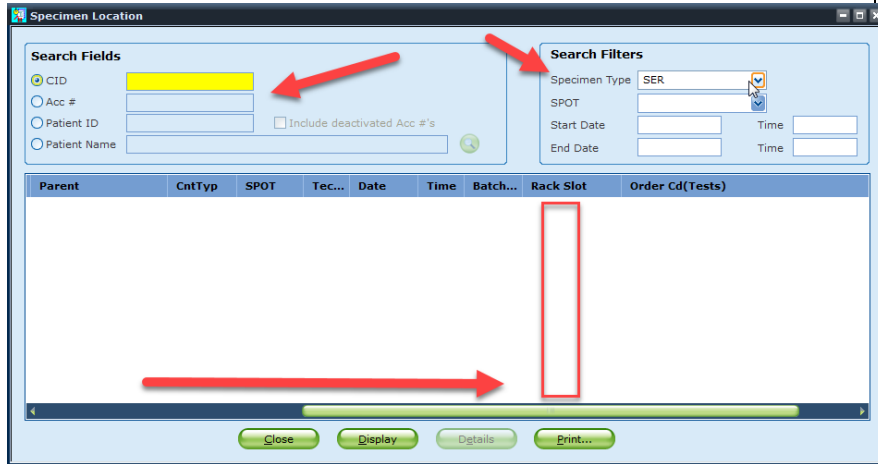


Select Rack ID→Click Remove



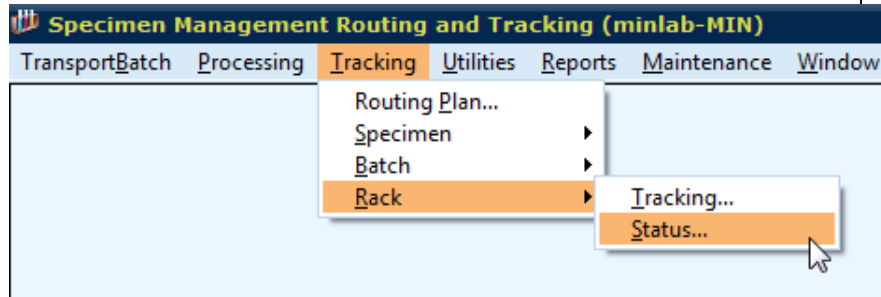
NOTE: A whole rack is removed only when designated storage time is expired and specimens are thrown away.

5 B. Enter preferred search information (Usually CID# or ACC#).  
 A specific specimen type can be entered to narrow down the search.  
 Click Display.

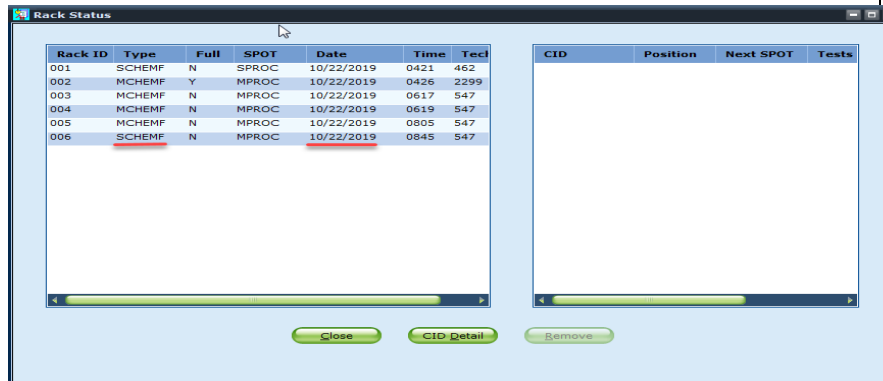


Scroll all the way to the right to find Rack Slot information. (xxx-xx format)  
 First three digit number represents the Rack ID number and next two digit number represents the spot number.

C. Go to Tracking-->Rack-->Status



D. Rack type and rack creation date information can be found here.



**References**

Sunquest Manual

**Training Plan/  
Competency  
Assessment**

iMentor self-paced classes  
New employee training  
Upgrade Training  
LIS Competencies

**Historical Record**

<b>Version</b>	<b>Written/Revised by:</b>	<b>Effective Date:</b>	<b>Summary of Revisions</b>
1	S. Kang	10/22/2019	Initial Version
2	S.Kang	02/11/2020	Added unracking / tracking