|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Pneumatic Tube Spill** | | | | | | | |
| **Purpose** | To ensure the safety of laboratory staff while managing a pneumatic tube spill. | | | | | | |
| **PPE** | Do not attempt to handle pneumatic tube spills without appropriate personal protective equipment. At a minimum this requires a lab coat, gloves, and face protection. | | | | | | |
| **Procedure** | **Spill outside of carrier:** | | | | | | |
|  | **Step** | **Action** | | | | | |
|  | 1 | Call for immediate assistance.   * Minneapolis (Maintenance): 612-534-6506 (pager) * St. Paul (Maintenance/Engineering): 612-654-5311 (pager) * Maintenance/Engineering is responsible for shutting down the tube system. * Maintenance/Engineering is responsible for spill cleanup. | | | | | |
|  | 2 | Prepare to give the following information to Maintenance/Engineering:   * Station address of sender, if known. * Station address of receiver. * Nature of spill (sample type and quantity). * Time carrier arrived or when spill was first noticed. | | | | | |
|  | 3 | Complete a [Safety Learning Report](https://rl6-2.rlsolutions.com/RL_Childrens_Minnesota_Prod/Homecenter/Client/Login.aspx?ReturnUrl=%2fRL_Childrens_Minnesota_Prod%2f). | | | | | |
|  |  | | | | | | |
|  | **Spill inside of carrier has contaminated the re-sealable plastic bag and the inside of the carrier only:**   |  |  | | --- | --- | | **Step** | **Action** | | 1 | If the sample or blood product was in a glass container, the entire carrier (including foam liner and plastic bag) must be disposed into a biohazard container. Do not open the carrier. | | 2 | If the sample or blood product was not in a glass container, place the entire carrier into a biohazard bag and hand carry to the Central Processing  Department (CPD).   * CPD will be responsible for disposing of the contents of the carrier and the sterilization of the carrier. * CPD will be responsible for placing the sterilized carrier back into service. * CPD Location (Phone Number)   + Minneapolis: Lower Level Main Hospital (5-6330)   + St. Paul: 4th Floor Main Hospital Room 4012 (6-7890) | | 3 | Call the sending station and request a new sample. | | 4 | Complete a [Safety Learning Report](https://rl6-2.rlsolutions.com/RL_Childrens_Minnesota_Prod/Homecenter/Client/Login.aspx?ReturnUrl=%2fRL_Childrens_Minnesota_Prod%2f). | | | | | | | |
|  | **Spill contained inside re-sealable plastic bag:**   |  |  | | --- | --- | | **Step** | **Action** | | 1 | Dispose of bag into biohazard trash. | | 2 | Wipe down inside of carrier with disinfectant. | | 3 | Call the sending department and request a new sample. | | 4 | Complete a [Safety Learning Report](https://rl6-2.rlsolutions.com/RL_Childrens_Minnesota_Prod/Homecenter/Client/Login.aspx?ReturnUrl=%2fRL_Childrens_Minnesota_Prod%2f). | | | | | | | |
| **Supporting Documents** | [912.02 Hazardous Materials Spills](http://khan.childrensmn.org/manuals/policy/900/005313.pdf)  [990.00 Pneumatic Tube System](http://khan.childrensmn.org/references/policy/900/990.00-pneumatic-tube-system.pdf)  [SA10.04 Personal Protective Practices](http://khan.childrensmn.org/references/labsop/gen/safety/sa/sa10.04-personal-protective-practices.pdf)  [SA10.08 Biohazard or Infectious Material Spill](http://khan.childrensmn.org/references/labsop/gen/safety/sa/sa10.08-biohazard-or-infectious-material-spill-cleanup.pdf) | | | | | | |
|  |  | | |  | | |  |
| **Historical Record** | **Version** | | **Written/Revised by:** | | **Effective Date:** | **Summary of Revisions** | |
| 1 | | Carol Cram | |  | Initial Version | |
|  | 2 | | Kerstin Halverson | | 07/01/03 |  | |
|  | 3 | | Kerstin Halverson | | 06/18/08 |  | |
|  | 4 | | Carol Buhl | | 07/31/15 | Reformatted to CMS.  Renumbered from 13.4.  Updated Supporting Documents. | |
|  | 5 | | Carol Buhl & Laboratory Safety Committee | | 06/28/17 | Added SA10.04 & 990.00 to Supporting Documents. | |