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| **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.
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|  | 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.
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|  | 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). |
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|  | **Spill inside of carrier has contaminated the re-sealable plastic bag and the inside of the carrier only:**

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| **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). |

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|  | **Spill contained inside re-sealable plastic bag:**

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| **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). |

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| **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) |
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| **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. |