
REPORTING EMPLOYEE ETHANOL RESULTS

RC.CH.LOP.SH.PR.005.r06

Policy

Occupational Health Services (OHS) or the Emergency Center may order ETOH (Ethanol) for an employee under an alias as a part of the Evaluation for Suitability to Work (Corporate HR Policy 259-1). These samples are sent to the Stat Lab on evenings and weekends, but may also be received on the day shift. This procedure outlines specimen handling and reporting steps, as these individuals are registered under an alias. When the Abbott Architect c4000 ethanol result is $>$ or $=$ 80mg/dL, the sample is sent to toxicology for confirmation by gas chromatography.

Procedure

NOTE: RC.CH.LOP.SH.PR.004 is discontinued. Patient ETOH tests are not repeated and instrument printouts are not generated for patient ETOH orders. Critical ethanol results are called to medical providers.

For employee ETOH orders:

1. Samples arrive with ETOH orders under an alias name from EC.
2. Test the specimen for ETOH on the Abbott c4000 only once. ETOH tests are not repeated.
3. Print the ETOH result from the instrument and affix collection label. The printout should include
 - a. Date and time of analysis
 - b. Coded name and date of birth for the employee
 - c. Specimen order #
 - d. Employee ID# for the MT reporting the ETOH result

There is no requirement to manually record QC results on these printouts; all QC results are available electronically.

4. Save the instrument printout in the designated place at the Architect c4000 workstation.
5. Release the result in LIS and call the result to OHS or the EC charge nurse if the ETOH result is $<$ or $=$ to 80 mg/dL.
6. If the Employee ETOH result is $>$ or $=$ 80 mg/dL, send the specimen *with a copy of the Architect c4000 instrument printout* to Toxicology for confirmation. Positive confirmation results will be reported to OHS and the EC charge nurse.

Authorized Reviewers

Section Medical or Technical Director

REPORTING ETOH: RESULT REQUIREMENTS

Document Control

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Master printed document stored in Procedure Manual, STAT Lab

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Chemistry General Policy and Procedure Manual, Core Lab

Document History

Signature	Date	Revision #		Related Documents Reviewed/ Updated
Prepared by: K. Cousineau, MT, ASCP	08/17/2006	r00		
Approved by: John Wilson, PhD	01/10/2007			
Reviewed by: (Signature)	Date	Revision #	Modification	Related Documents Reviewed/ Updated
John Wilson, PhD	12/06/2007			
John Wilson, PhD	01/07/2009			
John Wilson, PhD	01/01/2010			
Elizabeth Sykes, MD	01/05/2011			
John Wilson, PhD	01/05/2011			
John Wilson, PhD	01/27/2012			
John Wilson, PhD	02/02/2012	r02	Changed Misys to LIS	
Steven Truscott, PhD	02/04/2014	r03	Changed location of printout no longer in ETOH binder	
Steven Truscott, PhD Michael Smith, PhD	05/19/2014	r04	RC.CH.LOP.SH.PR.004 discontinued. (Patient ethanols no longer repeated.) Updated procedure for reporting employee specimens.	
Revised by: Amber M Macumber MLS(ASCP) ^{cm}	12/07/2017	r05	Updated ordering and reporting process to highlight specifics.	
Approved by: Steven Truscott, PhD	12/08/2017			
Elizabeth Sykes, MD	02/02/2018			
Peter Millward, MD	09/17/2018		New Medical Director	
Peter Millward, MD	11/19/2018			
Revised by: Kelly Walewski C (ASCP) ^{cm}	02/11/2019	r06	Updated instrumentation	

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