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## **Abbott Architect DOWNTIME EMERGENCY PLAN-STAT LAB**

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RC.CH.LOP.SH.PR.001.r03

### **Purpose**

The purpose of this document is to define laboratory protocol for times when **BOTH** the Abbott Architect Chemistry/Immunoassay integrated analyzers ("1" and "2") are inoperable for STAT sample testing, due to instrument problems

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### **Procedure**

- A. The MT/MLT assigned to the Architect analyzer will notify the following people:
  1. **Abbott HOTLINE.** Immediately request Architect service ASAP. Whatever time of day or whatever day of the week, get someone in here **fast**.
  2. **STAT Lab MT2 and Automated Chemistry Supervisor.** If both are unavailable, notify any MT2. See Appendix for phone numbers and pager numbers. Inform them of the situation and that the backup plan is in place.
  3. **EC Charge Nurse.** See Appendix for phone numbers. Inform them they can expect possible delays in TAT due to instrument downtime and that a backup plan is in place. Also inform them that add-on tests requests cannot be honored during instrument downtime.
  4. **Specimen Processing Coordinator** or Team Leader. See Appendix for phone numbers and pager numbers. Alert them of sample forwarding to Core Lab due to downtime and request immediate delivery to specified locations.
  5. **Toxicology.** Inform them that they can expect any ETOH samples we may receive until further notice.
  6. **Troy Beaumont Chemistry.** See Appendix for phone number. Inform them of the situation and that they can expect to receive any STAT test requests for CSF, Ammonia, BHBT, or Lactic Acid. Samples will be sent by cab.
- B. After all notifications have been made, the MT/MLT from the Abbott analyzer moves to assist the SL Processing Clerk prepare samples to send to Core Lab.
- C. The MT/MLT assigned to the "Float" station moves to the Core Lab Automation Line to process STAT samples, result, and specimen review.
- D. The STAT Lab Processing Clerks are to prepare samples as follows:
  1. Receive and spin all gold top "Chemistries" before sending to Core Lab.
  2. Place the received and spun Chemistry samples into RED STAT Bag and label "STAT Chemistry Specimens - Deliver to Automation Line ASAP - Emergency Backup Plan". Send in red carrier to station #710, Core Lab.
  3. Receive and spin all ETOH samples and place into Red STAT Bag. Label "Deliver to TOXI ASAP - STAT Chemistry Specimens - Emergency Backup Plan". Send in red carrier to station #710, Core Lab.

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4. Spin, aliquot and freeze samples for LA, Ammonia and BHBT. Samples must be separated from the serum or plasma within 15 minutes. If tests are ordered STAT, call the cab company to request a pick up. Cab vouchers can be found in the Stat Lab processing area and have the phone # for cab company on them. Notify Troy Chemistry Department when a sample has been sent.
5. Send CK-MB samples directly to the Core Lab. The MB will then be sent out to the Troy laboratory.

### E. Archiving samples upon completion:

1. Samples processed and resulted from the Core Lab should be archived in the Core Lab along with the routine samples.
2. Samples processed and resulted from Toxicology should be archived in Toxicology per Toxicology protocol.
3. Any samples able to be completely processed in STAT Lab should be archived in STAT Lab per protocol.

NOTE: EC has been informed that **ADD-ON requests will not be honored** when multiple instruments are down.

### F. When instruments are again up and operable, notify as follows:

1. **Automation Line operators.** Thank them for their support. The situation has been resolved. Request that MT/MLT return to Stat Lab.
2. **EC Charge Nurse.** Thank them for their patience. Inform them that the instrument problems have been resolved and STAT Lab is operating as normal.
3. **STAT Lab MT2 and Automated Chemistry Supervisor.** If unavailable, notify any MT2 available that the situation has been resolved.
4. **Specimen Processing Coordinator** or Team Leader. Thank them for their support and inform them that the situation has been resolved.
5. **Toxicology.** Thank them for their support and inform them the situation has been resolved.
6. **Troy Beaumont Chemistry Department.** Thank them for their support and inform them the situation has been resolved.

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## Abbott Architect DOWNTIME EMERGENCY PLAN-STAT LAB

### Appendix of Contacts

Contact Person	Phone Ext	Pager Number
MT2 Stat Lab	88035	111543
Supervisor, AutoChemistry	18031	123461
MT2 Architect Chemistry	15384	51688
MT2 Architect IA	18061	
MT2 Clinical Instructor	18461	126883
MT2 PM Shift	10664	101100
MT2 MN Shift	13317	57808
EC Charge Nurse	15631/87505	
Processing Team Leader	15107	111633
Core Lab Processing	13139	
Toxicology	18058	
Beaumont Troy Chemistry	48070	

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### Authorized Reviewers

Supervisor or Med Tech II

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### Document Control

**Location of Master:** Master electronic file stored on the Beaumont Laboratory server under  
S:/AutomatedChemistry/DocControl/NEW/LOP/SH/MasterDocuments

Master printed document stored in Automated Chemistry Policy and Procedure Manual, Core Lab.

**Number of Controlled Copies posted for educational purposes: 0**

**Number of circulating Controlled Copies: 1**

**Location of circulating Controlled Copies:**

Automated Chemistry Policy and Procedure Manual, STAT Lab

### Document History

Signature	Date	Revision #		Related Documents Reviewed/ Updated
Prepared by: V. Peterson MT(ASCP)SC	08/4/2005	r00		
Approved by: V. Peterson	08/4/2005			
Reviewed by: (Signature)	Date	Revision #	Modification	Related Documents Reviewed/ Updated
REK	12/20/06			
REK	12/13/07			
Raymond Karcher, PhD	11/28/2008	r01	Doc Control format; replaced "917" w/ Advia Chemistry Line	
V. Peterson MT(ASCP)SC	10/28/2009			
V. Peterson MT(ASCP)SC	12/01/2009			
Vivek Kumar, PhD	12/07/2010			
V. Peterson, MT(ASCP)SC	01/30/2012			
K. Kryzaniwskyj	02/04/2014	r02	Remove term "accession", Advia 2400 to Advia 1800, Centaur to Centaur XP, added EC Call Center x89111	
Alyssa Santola, MLS(ASCP) <sup>CM</sup>	11/03/2017	r03	Updated contact information for new EC	
Elizabeth Sykes, MD	02/02/2018			
Peter Millward, MD	09/17/2018		New medical director	
Peter Millward, MD	11/19/2018			
Kelly Walewski C(ASCP)cm	09/23/2019	r04	Updated phone numbers, instrumentation	

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