
SPECIMEN DELIVERY AND TRANSPORT

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Introduction

After specimens are processed, it is the responsibility of Specimen Processing or Stat Lab Assistants to transport the samples to the appropriate laboratory area for testing. Specimens may be delivered in person or sent via the pneumatic tube system

Inpatient Specimen Handling

1. Routine specimens for the first floor Core Lab will be walked to their destinations: freezer, refrigerator, instruments, or testing sections.
2. STATS will be sent between Stat and Core Labs via the pneumatic tube system or hand delivered if the tube system is out of service.
3. STAT specimens that are received in Stat Lab, but to be tested in Core Lab will be received and sent to Core Lab in red STAT biohazard bags via the pneumatic tube system. Specimen Processors are expected to “hand deliver” these specimens upon receipt to the respective testing areas.
4. Completed specimens from Stat Lab to be archived in Core Lab (e.g. CSF specimens) will be transported in sealed biohazard bags and delivered via the P-tube.
5. When transporting specimens in biohazard bags, they must be properly sealed.
6. When transporting specimens through the pneumatic tube system, be sure all specimens are bagged correctly, the pneumatic tube is sealed tightly with nothing sticking out of the carrier tube, and contents are protected w/ P-tube foam.
7. When hand delivering specimens within the lab, wear appropriate PPE (lab coat, gloves). Do not wear PPE outside the lab. Take extra gloves if you will be handling unbagged specimens within the lab in which you are delivering.

STAT Specimens from BRL

Beaumont Reference Laboratory (Outreach) clients frequently place orders for laboratory tests with the priority of Stat. The BRL processing team receives the Stat blood requests, orders them in the HIS/LIS, and delivers them to the Clinical Pathology processing area for distribution to the analytical sections. The purpose of this procedure is to standardize the delivery process. STAT BRL specimens will be processed in Core Lab if test is available there. The specimens are delivered via P-tube to Stat Lab if test is only performed there. See posted list of BRL Tests Performed in Stat Lab.

Outreach markets a 4-hour turn-around-time expectation for stat requests. The 4-hour window begins with the time of request by the client, and concludes with the result being called back to

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them. The time line breakdown within the 4 hours is as follows (in general, sooner in all phases if possible):

- Courier delivery = 2 hours from time of request, to returning to the laboratory with the specimens.
- Outreach processing = 20 minutes
- Analytic testing = 70 minutes
- Client Services to contact physician = 30 minutes

Procedure for outreach STAT samples

Outreach Processor:

Outreach processors deliver samples identified as STAT priority, or fertility samples that require urgent attention, to the designated drop-off rack in the Clinical Pathology processing area. The BRL processor will verbally notify a CP processor of the new sample. If CP personnel are not immediately available, then the Outreach processor will ring the bell at the drop-off rack.

Clinical Pathology Processor:

CP processors refer to the Stat Test Delivery List to determine appropriate receiving areas (see attachment to this procedure).

Analytic Lab Tech:

BRL Outreach samples with Stat priority, or fertility samples identified as urgent, will be expedited through the laboratory. The laboratory section that receives the sample will make every attempt to complete all of the indicated tests which that laboratory section can provide. If additional tests remain on that sample, then the tube will be forwarded to the appropriate laboratory section for completion. Cross-off the completed tests and circle the tests that are still in progress.

Authorized Reviewers

Supervisor or Med Tech II

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