

Beaumont

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Laboratory*
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Abbott Architect and Automated Line Downtime Emergency Plan - Royal Oak

Document Type: Procedure

I. PURPOSE AND OBJECTIVE:

The purpose of this document is to define laboratory process for times when **BOTH** the Abbott Architect Chemistry/Immunoassay integrated analyzers in Stat Lab are inoperable and/or the Automated Chemistry automation line in Core Lab is inoperable due to instrument problems.

II. PROCEDURE - STAT LAB (SL) ONLY:

- A. The Medical Technologist/Medical Laboratory Technician (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 MT Lead and Automated Chemistry Manager.** If both are unavailable, notify any MT Lead. See III, Contact Information, for phone numbers and pager numbers. Inform them of the situation and that the backup plan is in place.
 3. **Emergency Center (EC) Charge Nurse.** See III, Contact Information, for phone numbers. Inform them they can expect possible delays in Turn Around Time (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 III, Contact Information, 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 Alcohol (ETOH) samples we may receive until further notice.
 6. **Troy Beaumont Chemistry.** See III, Contact Information, for phone number. Inform them of the situation and that they can expect to receive any STAT test requests for Cerebral Spinal Fluid (CSF), Ammonia, Beta Hydroxybuturate (BHBT), or Lactic Acid (LA). 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 centrifuge all gel separator tube "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 As Soon As Possible (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.
 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 number for cab company on them. Notify Troy Chemistry Department when a sample has been sent.
- 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 process.
 3. Any samples able to be completely processed in STAT Lab should be archived in STAT Lab per process.
 - a. **NOTE: Emergency Center 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 MT Lead and Automated Chemistry Manager.** If unavailable, notify any MT Lead 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.

III. PROCEDURE - AUTOMATED CHEMISTRY ONLY:

A. When significant delays are anticipated with the testing/resulting using the Chemistry Automation Line, please inform the following staff:

1. **Royal Oak Inpatient Nursing** **M – F, 8A to 4P**
X 248-89-84000 (Nursing Administration, 3South Tower)
Weekends, off-shifts and holidays
X 248-89-80933 (Nursing Office 7 X 24 hours)
2. **Manager or Lead Tech** will send Smart Web group page to:
 - a. (54241) – Royal Oak Clin Path Managers/MT Leads
 - b. (50502) – Outreach Supervisors and Sales
 - c. Individual pages to Chemistry Pathologist and PhD's
3. Routine specimens will be centrifuged, racked, and stored as appropriate.
4. All Stat specimens received in Automated Chemistry will be sent to STAT Lab for analysis. If STAT Lab is also experiencing a downtime, Stat samples will be sent to Beaumont Farmington Hills.
 - a. If only the automated line is down, the results will cross into the patient chart through the Laboratory Information System (LIS).
 - b. If the LIS is also down, Beaumont Farmington Hills will fax results to Royal Oak Chemistry at 248-551-8041. A medical technologist will make a copy of the results and send the copy to the appropriate unit.
5. All specimens will be archived in either STAT Lab or Beaumont Farmington Hills.

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

1. **Automation Line operators.** Thank them for their support. The situation has been resolved.
2. **RO Inpatient Nursing.** Thank them for their patience. Inform them that the instrument problems have been resolved and Automated Chemistry Lab is operating as normal.
3. **All Chemistry MT Leads and Automated Chemistry Manager.** If unavailable, notify any MT2 available that the situation has been resolved.
4. **Specimen Processing Supervisor or Coordinator and Outreach Manager.** Thank them for their support and inform them that the situation has been resolved.
5. **Courier Manager.** Thank them for their support and inform them the situation has been resolved.
6. **Beaumont Farmington Hills Chemistry Department.** Thank them for their support and inform them the situation has been resolved.
7. **Chemistry Pathologist and PhD's.** Inform them the situation has been resolved.

IV. CONTACT INFORMATION:

A.	Contact Person	Phone Extension	Pager Number
	MT Lead - Stat Lab	248-89-88035	111543

Manager - Automated Chemistry	248-55-18031	
MT Lead - Architect Chemistry	248-55-15384	51688
MT Lead - Architect Immunoassay	248-55-18061	
MT Lead Clinical Instructor	248-55-18461	126883
MT Lead - PM Shift	248-55-10664	101100
MT Lead - MN Shift	248-55-13317	57808
EC Charge Nurse	248-55-15631/248-89-87505	
Processing Team Leader	248-55-15107	111633
Core Lab Processing	248-55-13139	
Toxicology	248-55-18058	
Automated Chemistry Fax Machine	248-551-8041	
Beaumont Troy Chemistry	248-96-48070	
Beaumont Farmington Hills	248-521-5252	
Core Specimen Processing Supervisor	248-55-12755	
RO Courier Manager	248-55-15008	
Inpatient Nursing Administration M-F, 8A - 4P	248-89-84000	
Inpatient Nursing Administration weekends, offshifts, holidays	248-89-80933	

Attachments

No Attachments

Approval Signatures

Step Description	Approver	Date
Medical Director	Ann Marie Blenc: System Med Dir, Hematopath	2/1/2022
Policy and Forms Steering Committee Approval (if needed)	Colette Kessler: Mgr Laboratory [RC]	2/1/2022
Policy and Forms Steering Committee Approval (if needed)	Gail Juleff: Project Mgr Policy	2/1/2022
Lab Chemistry Best Practice Committee	Elizabeth Sykes: System Med Dir, Chemistry	1/31/2022
Lab Chemistry Best Practice Committee	Qian Sun: Tech Dir, Clin Chemistry, Path	1/27/2022
	Colette Kessler: Mgr Laboratory [RC]	1/26/2022

Applicability

Royal Oak

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