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| Area | Laboratory-Chemistry |
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# STAT Lab: Specimen Processing - Royal Oak

Document Type: Procedure



# I. PURPOSE AND OBJECTIVE:

A. The purpose of this procedure is to provide directives for the proper receipt, documentation, and delivery of clinical specimens that arrive in the Clinical Pathology Stat Laboratory.

B. It is very important to understand that specimens that arrive in the Stat Lab, and are ordered as Stat, are to be processed promptly and accurately. The reason for this is to provide an in-lab turnaround time of 5 minutes to 30 minutes, depending on the test ordered.

C. Processing of specimens that arrive in the Stat Lab, must be processed as First In, First Out (FIFO). This means that the first specimen that arrives IN the processing area, must be the first specimen to go OUT of the processing area.

# II. PROCEDURE:

A. **Pneumatic Tube System**

1. As each carrier arrives, carefully remove each bag of specimens from carrier, making sure to lift foam or cushioning to check for all bags.
2. Place each biohazard bag into the 'Specimen Receipt" container.
3. Save the empty carrier by placing it on the cart provided or in the carrier holder on the wall for future use. You may also reroute empty carriers through the tube system by pressing the "EMPTY SEND" button on the p-tube system keypad.
4. Always refer to the "Pneumatic Tube System Information Sheet" before using the tube system. This is located on the wall between the tube stations.
5. To provide FIFO, remove as many as 5 pneumatic tubes from the tube station and place biohazard bags into the "Specimen Receipt" container. Process these

specimens first before retrieving more tubes from the pneumatic tube station.

6. If more than one person is processing, process the specimens that arrive first, then once completed, return to the tube station to continue receiving new specimens.

B. **Hand delivery of specimens**

1. Some specimens will be hand delivered at the Stat Lab window. Specimens should be placed in the container provided.
2. Acknowledge deliverer cordially and process specimen promptly.

C. **Processing Specimens**

1. Carefully remove specimen(s) from biohazard bags.
2. Place specimens into the tube rack provided. DO NOT lay specimens on the counter.
3. Place used empty biohazard bag in the container provided. When time permits, check these bags for specimens before discarding.
4. Specimens that can be placed in a rack, are NEVER to be put laying down on the counter
5. **EXCEPTIONS**:
    a. **Microtainers** must be placed in an aliquot tube and then placed in the rack until received.
    b. **Specimens on Ice** must stay on ice until received.
    c. **Blood gases** must stay on ice through delivery to technologist.
    d. **Specimens in Containers** must be left in the biohazard bag until ready to receive.



D. **Receiving Specimens**

1. All specimens that are ordered STAT must be either manually received in the Stat Lab or manually tracked to the Core Lab.
2. Specimens that are ordered Routine, and not analyzed in Stat Lab, can be left in the biohazard bag, un-received, and sent to the Core Lab via the pneumatic tube system.
3. Specimens for Microbiology, even if STAT, should be sent directly to Microbiology, via pneumatic tube system using the MICRO hot key. Do not receive Microbiology specimens.
4. **Exceptions**: the following specimens are received in Stat Lab: CSF, see "Fluid Processing Procedure".
5. Open the Receiving screen in EPIC Beaker to scan the specimen bar code into the Laboratory Information System (LIS).
6. Verify that the patient name, order and ID number on the patient specimen matches that on the LIS screen.
7. Enter collection and/or collector information from specimen label if not already logged into the LIS.
    a. If the collection time is not on the tube, enter 00:01.

b. If the collector information is not on the tube, enter "Collector, Unknown Inpatient" into the Search menu.

c. If the B number is not on the sample tube, enter NA.

d. If multiple tube types are permissible for the test ordered, verify that the received tube type matches the one listed. If it does not match, select the correct tube type from the menu and reprint the specimen label.

8. If all necessary fields are completed, a green bar with a checkmark will appear listing the specimen number as received. A red bar indicates a required filed has not been completed.
9. **Exceptions:** Some tests may have additional question fields that will need to be addressed such as blood gases. Two additional pieces of information will be needed: Puncture Type and FiO2. This information should be entered at the time of collection but may be written on the syringe or on a downtime form. If it is not included, you will need to call the nurse or respiratory therapist for the information.
    a. Puncture Type - Arterial Puncture or Arterial Line.
    b. FiO2 - If a percentage is given then enter the value into the FiO2 (%) filed AND enter "NA" into the FiO2 (lpm) field. If a number with the liter symbol is used (example, 15L) then enter "0" into the FiO2 (%) field AND the numerical value into the FiO2 (lpm) field.
10. If you had to manually enter any information, click Receive to finish.
11. For shared specimens, follow the "Shared Specimen Procedure".
12. Print an extra collection label for all microtainer specimens and place the label o the aliquot tube. You will need to print additional labels for certain tests.
13. Once received, place specimen(s) on the right side of the rack to be centrifuged and/or the left side of the rack to be delivered to a Stat Lab station without centrifugation.

E. **Procedure for Centrifugation**

1. All specimens that require centrifugation, with the exception of Protime, PTT and PreOp INRs must be centrifuged for 5 minutes at 3500 rpm.
2. Protime, PTT, and PreOp INRs must be centrifuged in the Stat Spin Express centrifuge only, for 3 minutes at 7200 rpm. Other whole blood specimens that require centrifugation can also be centrifuged in the Stat Spin Express for 3 minutes at 7200rpm.

F. **Procedure for Delivery of Specimens**

1. Some specimens that are ordered STAT are not done in the Stat Lab. Refer to the Stat Testing List.
2. Once these Stat specimens are received, place them in a Red Biohazard bag and send to the Core Lab via the pneumatic tube system.
3. Some specimens require immediate delivery to a Stat Lab station once accessioned and verbal notification once delivered:

a. All Blood gas specimens
b. Venous pH specimens
c. Cancer Center specimens
d. Intra-operative PTH specimens

4. When centrifugation is complete, specimens must be hand delivered to the appropriate Stat Lab station. Troponin samples (light green cap) must be centrifuged in a Stat Spin Express 4 for 3 minutes. These are located at the processing station.
5. Place in the rack provided and give verbal notification of delivered specimens.

## Approval Signatures

| Step Description | Approver | Date |
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| Medical Director | Ann Marie Blenc: System Med Dir, Hematopath | 5/18/2023 |
| Lab Chemistry Best Practice Committee | Caitlin Schein: Staff Physician | 5/17/2023 |
| Lab Chemistry Best Practice Committee | Nga Yeung Tang: Tech Dir, Clin Chemistry, Path | 5/12/2023 |
| Policy and Forms Steering Committee Approval (if needed) | Colette Kessler: Mgr, Division Laboratory | 5/11/2023 |
| | Colette Kessler: Mgr, Division Laboratory | 5/9/2023 |