 <b>Processing SOP Manual</b>	<b>Title: Station 1 Procedure</b>	
	<b>SOP:</b> Processing	<b>Version: 1.0</b>
	<b>Effective Date:</b> 4/19/2017	Page 1 of 7

**Approved by:**

Medical Director

\_\_\_\_\_ (Name) \_\_\_\_\_  
(Signature)

\_\_\_\_\_ (Initials) \_\_\_\_\_ (Date)

Section Director

\_\_\_\_\_ (Name) \_\_\_\_\_  
(Signature)

\_\_\_\_\_ (Initials) \_\_\_\_\_ (Date)

Laboratory Manager/Supervisor

\_\_\_\_\_ (Name) \_\_\_\_\_  
(Signature)

\_\_\_\_\_ (Initials) \_\_\_\_\_ (Date)

**Revision Record**

Revision No.	Date	Responsible Person	Description of Change
1.0			
1.1			
1.2			
1.3			
1.4			
1.5			
1.6			
1.7			
1.8			
1.9			

<b>Archival Date:</b>	Department Supervisor/Manager :
-----------------------	---------------------------------

**Biennial Review**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature


\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title


\_\_\_\_\_  
Date

 <b>Processing SOP Manual</b>	<b>Title: Station 1 Procedure</b>	
	<b>SOP:</b> Processing	<b>Version: 1.0</b>
	<b>Effective Date:</b> 4/19/2017	Page 3 of 7

**Training Record and Signature Log**

The following laboratory staff have read and agree to follow the current procedure. In addition, these staff are responsible for signing and/or initialing laboratory records.


_____ Signature	_____ Name	_____ Initials	_____ Date
_____ Signature	_____ Name	_____ Initials	_____ Date
_____ Signature	_____ Name	_____ Initials	_____ Date
_____ Signature	_____ Name	_____ Initials	_____ Date
_____ Signature	_____ Name	_____ Initials	_____ Date
_____ Signature	_____ Name	_____ Initials	_____ Date
_____ Signature	_____ Name	_____ Initials	_____ Date
_____ Signature	_____ Name	_____ Initials	_____ Date
_____ Signature	_____ Name	_____ Initials	_____ Date
_____ Signature	_____ Name	_____ Initials	_____ Date
_____ Signature	_____ Name	_____ Initials	_____ Date

 <b>Processing SOP Manual</b>	<b>Title: Station 1 Procedure</b>	
	<b>SOP:</b> Processing	<b>Version: 1.0</b>
	<b>Effective Date:</b> 4/19/2017	Page 4 of 7

**Training Record and Signature Log**

The following laboratory staff have read and agree to follow the current procedure. In addition, these staff are responsible for signing and/or initialing laboratory records.

_____	_____	_____	_____
Signature	Name	Initials	Date
_____	_____	_____	_____
Signature	Name	Initials	Date
_____	_____	_____	_____
Signature	Name	Initials	Date
_____	_____	_____	_____
Signature	Name	Initials	Date
_____	_____	_____	_____
Signature	Name	Initials	Date
_____	_____	_____	_____
Signature	Name	Initials	Date
_____	_____	_____	_____
Signature	Name	Initials	Date
_____	_____	_____	_____
Signature	Name	Initials	Date

 <b>Processing SOP Manual</b>	<b>Title: Station 1 Procedure</b>	
	<b>SOP:</b> Processing	<b>Version: 1.0</b>
	<b>Effective Date:</b> 4/19/2017	Page 5 of 7

**PURPOSE:**

Outline of duties and responsibilities of Station 1 in Processing in regards to receiving and sorting specimens

**SCOPE:**

Processing personnel

**RESPONSIBILITY:**


All processors are responsible for reading, understanding, and competently performing this procedure.

**EQUIPMENT: N/A**


**SUPPLIES: N/A**

**PROCEDURE:**

- A. Phlebotomists:
  1. Mobile phlebotomists hand samples to Station
  2. Confirm the number of specimens matches what they have documented
  3. Sign any paperwork they may have detailing what they delivered
  
- B. Local BBPL Couriers (Yellow Route):
  1. The courier counts the specimens
  2. If the count matches, sign their route sheet
  3. If discrepancies occur during count, notify coordinator / supervisor immediately
  4. If the courier has a Will Call/STAT, log in to Antrim to resolve the will call.
  
- C. Third Party Logistics
  1. Pink, Purple, Orange, Blue, Green, Tan, Red, Grey, Lime routes are contracted
  2. Follow the GML SOP for signing in couriers
  
- D. Always unpack bags in order received: **“first in/first out”**, excluding Expedites which will always take top priority.
  1. Expedite specimens on routes: St. Louis, Kansas City Expedite, Kansas City Non-Expedite, Springfield, Fulton State Hospital, Landmark Hospital, Rusk Rehabilitation, Columbia Endoscopy and Columbia Dermatology Histology Tissues.
  2. Urine Toxicology orders
  3. All Cytology/Histology needs to be accessioned as soon as possible.
    - a. Process ASAP All Cytology, Columbia Endoscopy (Rush), Hospitals, Swann Dermatology, General Tissues samples and other histology samples such as tissue blocks.

 <b>Processing SOP Manual</b>	<b>Title: Station 1 Procedure</b>	
	<b>SOP:</b> Processing	<b>Version: 1.0</b>
	<b>Effective Date:</b> 4/19/2017	Page 6 of 7

- E. Unloading courier totes/bags
1. Unload all contents of the courier bag into the gray bins
  2. Make sure all samples, paperwork, etc. are removed from each section of the courier bag
  3. Place miscellaneous paperwork off to the side while unpacking bags
  4. Once empty, place the courier bag on the floor to your right so that it can be double checked later
  5. A second person must double check the courier bags to confirm everything has been removed, i.e. samples, paperwork, cold packs, and dry ice.
- F. See the SOP for Guardian Medical Logistics (GML) Specimen Tracking for the scanner procedures for specimens received
1. No specimen should leave Station 1 until it has been scanned in
  2. Successful reconciliation of the GML totes or completed scanning in of the JS delivered specimens is always required
- G. Sort the specimens in the gray bins as follows:
1. Check for STAT's/Priority specimens. Place requested STAT orders in a STAT bucket and process immediately
    - i. Make sure to unfold any requisitions that are quad folded into ½ requisitions in order to confirm whether or not "STAT" testing is requested.
  2. Histology – place all histology samples and slides (assuring they have been documented on the slide audit sheet) in the histology bin.
  3. Cytology – sort cytology samples by GYN cytology or NON-GYN cytology
    - i. If it is a GYN sample place in the large grey cytology bin to be taken to the histology lab as time allows
    - ii. If it is a NON-GYN cytology sample place in the smaller clear cytology bin for accessioning.
  4. Microbiology (Bacti) – place orders for Microbiology **only** in the Micro tub for accessioning if Microbiology tests are the only orders.
    - i. If there are orders for other labs and micro they need to go down the line for accessioning
    - ii. Place urine with Bacti orders in the "Combo" bucket
  5. Mail – place all mail in the tub labeled "Unsorted Mail"
  6. 24 Hour Urines – send down the line to be processed
  7. Drug screens – place all Chain of Custody (COC) drug screen samples at Station 2
  8. In house toxicology is a priority and needs to be sorted immediately and sent to a processor trained in Urine Toxicology
  9. Frozen samples-When you receive frozen samples sort them based on presence of original

 <b>Processing SOP Manual</b>	<b>Title: Station 1 Procedure</b>	
	<b>SOP:</b> Processing	<b>Version: 1.0</b>
	<b>Effective Date:</b> 4/19/2017	Page 7 of 7

requisitions or copies of requisitions.

10. All frozen samples without original requisitions will be placed in the “Sorted Frozen” styrofoam container and a processor will call for them at a later time.
11. All frozen samples with original reqs. will be buried in dry ice in one gallon zip lock bags. Place all frozen samples with original requisitions in the one- gallon bag. (Place 4-5 patients in 1 ice bag.) Place the one-gallon dry ice/sample bag in clear tub and give to Station 2 person to send down with the completed courier run
12. All clinical tests remaining (blood, serum, urine, etc.) are to be organized by requisition style (manual, web-orders, and interface) in the gray tub and placed by the Station 2 area when complete.

H. Complete the daily bag inspections

- a. Assure no samples were missed in the courier bags
- b. Remove cold packs, divider and dry ice during inspection
- c. Sign off on the “Final Courier Bag and Flight Box Inspection Form
- d. If a sample is located report it to a coordinator immediately

**REFERENCES:**

- 1) **GML Specimen Tracking**

**RELATED DOCUMENTS: n/a**

**APPENDIXES : n/a**