

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			

Archival Date:	Department Supervisor/Manager :
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Biennial Review

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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.

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 Processing SOP Manual	Title: RHS Specimens to State	
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PURPOSE:

As part of a service contract with RHS/PP, BBPL serves as a pass-through to deliver specimens to the state public health laboratory for testing. This SOP serves as the outline to track and deliver specimens for these clients without accessioning those specimens.

SCOPE:

Processing personnel

RESPONSIBILITY:


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

EQUIPMENT: N/A

SUPPLIES: GML barcodes, RHS/PP “To State” Manifest Worksheet

PROCEDURE:

- A. Planned Parenthood and Reproductive Health Services specimens arrive on various routes
- B. Specimens that are “pass-through” to the State Public Health Laboratory arrive in red, sealed biohazard bags
 - 1. If a specimen arrives in a clear bag, or a box, it is to be treated the same as the red, sealed biohazard bag.
 - 2. These specimens arrive without BBPL manifests or requisitions
- C. These specimens are not accessioned, as they are not a part of BBPL testing and we do not bill for these tests
- D. The bag is to be left sealed and intact
- E. Take the sealed bag to the refrigerator and place in the State Lab bucket.
- F. On the daily RHS/PP “To State” Manifest, write the number of any current GML label on the bag
- G. Place a new GML label over the existing barcode. The corresponding non-barcode label is to be placed on the manifest.
- H. Write a description of the parcel, i.e. “red biohazard bag”, “white box”...
- I. Initial, date, and time are to be put on the manifest by the processor completing the task.
- J. In the morning, when the courier comes to take the State specimens
 - 1. Remove all RHS/PP specimens from the refrigerator
 - 2. Check that all barcodes and descriptions match
 - 3. Initial, date, time by the processor checking out specimens to the courier
- K. The manifest is to be kept at the send-out station with other state manifests and filed with other state manifests appropriately.

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REFERENCES: n/a

RELATED DOCUMENTS: n/a

APPENDICES :

- A. RHS/PP “To State” Manifest Worksheet

