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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


- 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. Anything marked as “STAT” or “RUSH”
 2. Expedite specimens on routes: St. Louis, Kansas City Expedite, Springfield, Fulton State Hospital, Landmark Hospital, Rusk Rehabilitation, Columbia Endoscopy and Columbia Dermatology Histology Tissues.
 3. Urine Toxicology orders
 4. Missouri Cancer specimens
 5. All Cytology/Histology needs to be accessioned as soon as possible.
 - a. Process ASAP Columbia Endoscopy (Rush), Hospitals, Swann Dermatology, General Tissues samples and other histology samples such as tissue blocks.

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- 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.
 - i. Place Missouri Cancer orders in a STAT bucket and process immediately
 - ii. Hand STAT testing directly to a processor at a pod. Make sure to unfold any requisitions that are quad folded into ½ requisitions in order to confirm whether or not "STAT" testing is requested.
 1. Histology/Cytology – place all histology samples and slides (assuring they have been documented on the slide audit sheet), NonGyn, FNAs in the histology bin.
 2. PAPs – sort samples by GYN cytology
 - i. Place in the large grey cytology bin to be taken to the histology lab as time allows
 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
 5. Mail – place all mail in the tub labeled "Unsorted Mail" (brown bin)
 6. 24 Hour Urines – Station 1 processor will process total volume on the counter with the biohazard sink. These are then put on the line to process.
 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 requisitions or copies of requisitions.

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- i. 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.
 - ii. 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
10. 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 sent down the line.

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