 <b>Processing SOP Manual</b>	<b>Title: GML Specimen Tracking</b>	
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**PURPOSE:**

This procedure is intended to define a tracking system which follows, in real time, the origin of a sample until it reaches the testing laboratory. Assuring specimen integrity and eliminating missing and/or lost samples.

**SCOPE:**

Processing Department

**RESPONSIBILITY:**

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

**EQUIPMENT:**

GML (Guardian Medical Logistics) issued tablet and scanner.

**SUPPLIES:**


GML issued generic barcodes.

**SAFETY PRECAUTIONS:**

No special safety precautions are needed.


**PROCEDURE:**

- A. Turn the tablet on
  - a. Log into the GML Smart Application using the appropriate log-in and password
  - b. Connect the scanner by touching the 3 small dots on the upper right hand corner of the tablet screen
  - c. Then touch "Connect Scanner"
  - d. Press and hold the smaller circle button on the scanner until you hear an audible tone. Soon after you will see a message display on the tablet that reads "Scanner is Connected". There is also a scanner icon which appears green in the status bar at the top of the tablet anytime the scanner is connected.
  
- B. The totes are to be scanned and reconciled independently using the barcodes on the totes
  - a. Once that specific bag is completely reconciled those samples within that tote may be sent for accessioning/testing
  - b. The only exception is the Oklahoma flight box, no matter number of boxes, this shipment is treated as one package. Therefore all the Oklahoma samples need to be scanned into the one barcode on the countertop in Processing and at the Tulsa/OKC PSC's.
  - c. No samples should be sent for accessioning/testing until a successful reconciliation.

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- C. Scan the first tote barcode (the scanner will slightly vibrate and beep)
  - a. Then begin to scan the contents within that tote
  - b. After being scanned, the barcodes will begin to appear on the tablet
  
- D. Once all contents in the tote are scanned, touch “Reconcile” on the screen
  - a. A screen will populate on the tablet showing if the bag was successfully reconciled or a reconciliation failure
  - b. If the tote was a success touch, “Mark as Reconciled” on the screen and those samples are then cleared to be accessioned/tested.
  
- E. If the following tote failures occur touch “Mark as Reconciled” on the tablet and those samples are cleared to be accessioned/tested:
  - a. Barcode mis-reads from the GML courier, which are easily visible and recognizable on the tablet.
  - b. Specimen overages
  - c. Totes scanned as parcels in error
  
- F. If the following tote failures occur, action should be taken immediately by contacting BBPL Logistics and GML Logistics. BBPL Logistics will contact the involved PSC or the driver before samples are cleared to be accessioned/tested:
  - a. Missing sample(s)
  - b. Any other unclear issue causing failures
  
- G. If you scan a bag or barcode incorrectly
  - a. Before you hit “Mark as Reconciled” there is an undo function
  - b. Hold down on the barcode you want to remove
  - c. An option will appear to undo
  - d. Once you touch “Undo” that barcode will be deleted
  - e. If you have to “undo” a barcode because of a mis-read, be sure to re-scan the barcode or enter manually
  
- H. With any failures BBPL Logistics and GML receives an email in real time and will be addressed.
  
- I. End of Day
  - a. To assure all boxes/bags were received at BBPL, complete the following steps in the GML Smart App:
    - i. Click the menu button in the top right corner (3 dots), click “reconcile boxes”.
    - ii. A success or failure will populate to determine if all expected bags/boxes were received. If it is a success all bags were received. If it is a failure investigate what bag/box was not received.
  - b. It is important to unplug the tablet and scanner in the morning and charge both overnight to maintain good battery life. In addition, turn the tablet off at night and restart every morning.

If questions or concerns arise contact BBPL Logistics Manager at 573-886-4565 or 1-800-786-4602 or GML at 314-576-7766 x 256.

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**REFERENCES: N/A**

**RELATED DOCUMENTS: N/A**

**APPENDICES: N/A**