 Processing SOP Manual	Title: Slide Distribution Procedure	
	SOP: Processing Department	Version: 1.0
	Effective Date: 5/10/2017	Page 5 of 7

PURPOSE:

The purpose of this procedure is assist the processing employee in managing slides that come to processing from testing departments to be sent out to clients.

SCOPE:

Processing

RESPONSIBILITY:


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

EQUIPMENT: N/A

SUPPLIES: N/A

PROCEDURE: Slide Distribution Procedure

- A. The Slide Tracking Form is placed daily on the podium in Processing
- B. Every Department that needs to have slides sent elsewhere will bring the slides to Processing and let a processor know they need to sign slides in
 - a. The department staff will complete the following areas on the form:
 - i. Date and Time Slides are delivered to Central Processing.
 - ii. Department and staff initials delivering slides to Central Processing
 - iii. Type of slides, i.e. flat, 3", or tackle box, etc.
 - iv. The designated delivery location.
- C. If the slides will be transported by TPL, it is labeled with a GML barcode
- D. Processing will take custody of the slides and document their initials and where they are placing them (example BHC = C1) under the column "Initials/Bin Location" on the Slide Tracking Form
- E. The slides will then be placed in the appropriate mail bin in the Processing department for the appropriate courier to distribute on the next route.
- F. When couriers arrive to begin their routes a processor will remove the slides from the bin and document who they are handing the slides to in the "Initials/Courier" column on the Slide Tracking Form
 - a. The courier must document the delivery to the individual sites on their route sheets.

 Processing SOP Manual	Title: Slide Distribution Procedure	
	SOP: Processing Department	Version: 1.0
	Effective Date: 5/10/2017	Page 6 of 7

- G. Local couriers will remove the slides from the appropriate local bin, sign out with a processor and document in the “Initial/Courier” column on the Slide Tracking Form
 - a. The courier will deliver to the correct location and make sure it is documented on their route sheet

- H. The log is reviewed daily by the Coordinator or designee
 - a. Confirm every slide documented was signed out appropriately
 - b. Any deviations must be immediately addressed and resolved.

REFERENCES: N/A

RELATED DOCUMENTS: N/A

APPENDICES: N/A