 <b>Processing SOP Manual</b>	<b>Title: Specimens to State</b>	
	<b>SOP:</b> Processing	<b>Version: 1.0</b>
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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 “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. Remove all other state testing to go with the courier (PKU envelopes, tubes from Core Lab/Micro, etc)
  - 3. Check that all barcodes and descriptions match
  - 4. Initial, date, time by the processor checking out specimens to the courier

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- K. The manifest is to be kept at the send-out station with other state manifests and filed with other state manifests appropriately.

**REFERENCES: n/a**

**RELATED DOCUMENTS: n/a**

**APPENDICES :**

- A. "To State" Manifest Worksheet



