 Processing SOP Manual	Title: 24 Hour Urine Processing	
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PURPOSE:

The purpose of this SOP is to give direction on processing 24 hour urines. These are not considered irretrievable specimens, but are not easily recollected. Proper handling and care is very important.

SCOPE:

Processing Department

RESPONSIBILITY:

The Medical or Section Director is responsible for ensuring that the procedure is in compliance with CAP and CLIA regulations. The Director must review and approve this procedure at appropriate intervals. The Medical Director may delegate some of the responsibilities to other CLIA/CAP qualified personnel.

The Processing Supervisor/Manager will have the overall responsibility for implementing this procedure. The supervisor/manager is responsible for ensuring that the procedure is followed accurately and that competency documentation is appropriate.

All processors performing this procedure are required to have appropriate training and competency approved. They are responsible for reading, understanding and competently performing this procedure without deviation.

EQUIPMENT:

Standard for order entry.

SUPPLIES:

- Graduated cylinder
- 2 sterile cups with lids
- Sharpie
- Aluminum foil

PROCEDURE:

Measuring 24-hour Urine


1. Put on goggles and other appropriate PPE
 - a. NOTE: PPE is required for this task. Appropriate PPE is the use of a lab coat fully snapped, gloves, and safety glasses or face shield. Persons performing this task must be trained to handle the chemicals that are involved.

2. Remove 2 sterile urine cups from under the biohazard sink.
3. Get a large graduated cylinder from the Histology department.
4. Label the 2 urine cups with the following information:
 - a. Date on top of urine cup
 - b. Patients first and last name on label
 - c. 24 hour urine on label
 - d. Total Volume (TV) on label – this will be filled in after the urine has been poured off and measured.
5. Mix the 24 hour urine container to assure that the urine is well mixed
6. Pour into the graduated cylinder making up to the 1000 mL mark
 - a. The meniscus (or bottom of the curve) should be on the 1000mL mark. If unsure how to determine where the meniscus is, ask a coordinator for assistance.
7. Fill the 2 urine cups from this aliquot and discard the remaining sample from the cylinder in the biohazard sink
8. Continue to measure out the remaining sample from the urine container until it is empty and a total volume is obtained.
 - a. Be sure to continually add each volume obtained to one another for a total volume.
9. Write the obtained total volume on both urine cups beside “TV”
10. On the requisition, write the total volume and 24 hour along with your processor number.
11. Wrap each urine cup with aluminum foil
12. Place 1 of the urine cups in the specimen bag with the requisition and return it to Station 1 to be sent down the line for processing.
13. Place the second (extra) urine cup in the specimen fridge on the door in the appropriate space.

Checking pH on 24 Hour Urine Procedure

To ensure that all 24 hour urine samples meet appropriate specimen requirements in regards to pH, if needed.

1. Verify specimen requirements from ARUP website or ARUP Directory of Services by using Antrim 5,4 or Lablink “Specimen Requirements”
2. Check pH of specimen

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3. If the pH needs to be adjusted, follow directions listed in the specimen requirements using either 6N HCL or 6N NaOH to adjust the pH accordingly.
 - a. The chemicals that are used to adjust the pH will be stored in Chemistry (Acid Storage Cabinet)

4. Notate the final pH on the aliquot container and on Line 14/Notes in Antrim

REFERENCES: N/A

RELATED DOCUMENTS: Line 13/14 in Antrim; Remarks/Notes in Lablink SOP

APPENDIXES: N/A