

Specimen Information

Today Date/Time	
Processor ID	
Patient Name	
Collection Date/Time	
Tests Missing	
Specimen Type Missing First Tier? (irretrievable)	
Who notified Processing of missing specimen? Date/Time notified	
Manager/Supervisor notified Date/Time notified	

Initial Search

Task	Comments
<i>Place a check next to each as it is completed</i>	
GML: What date did specimen arrive? What route did it arrive on? Bags/flight box checked?	
Testing: Archive checked? Extra bin checked? Exception bin checked? Other specimens available? Inquiry Notes checked? QAs checked?	
Processing: Pods checked? Up front checked? Send outs checked? Pod shred bins checked? Centrifuges in Core Lab checked? Centrifuges in Processing checked?	
Department: Has testing department completed initial search?	
If search is unsuccessful, initiate First Man Overboard Alert on next page	

First Man Overboard Alert!!

Task <i>Place a check next to each as it is completed</i>	Comments
Manager informed? Date/Time Trash pickup suspended:	
First Tier dedicated personnel: <i>(irretrievable specimens must have a dedicated detective in the department)</i>	
Email notifications: COMMUNICATE!! Date/Time of First Notification: _____ Date/Time 1 Hour Notification: _____ Date/Time 2 Hour Notificaiton: _____ <i>(Emails sent for 2 full shifts from the time the specimen arrived in the building)</i> Executive Team: ManOverboard email group Managers/Sup: CentralMOB email group <ol style="list-style-type: none"> a. <i>Man Overboard</i> is initiated b. Date and time initiated c. Departments involved (including any potentially impacted) d. Accession number e. Patient name f. Specimen(s) type (first tier or second tier) g. Client h. Also confirm that Processing <i>Man Overboard</i> SOP is being followed. 	
Client Services called?	
Search Processing department thoroughly again. Include all previous areas as well as: <ol style="list-style-type: none"> a. Extra bin b. Exception bin c. Sendout area d. Pods e. Floors f. Under counters and desks g. Under shelving h. Pod shred bins i. Unlock and check large shred bin 	
Assist searching testing departments again. Follow Department SOP	
All Clear? Date/Time _____ Lost at Sea? Date/Time _____	