TRAINING UPDATE

Lab Location:	SGAH & WAH	Date Distributed:	1/26/2015
Department:	Processing & Core	Due Date:	2/23/2015
		Implementation:	**2/24/2015**

DESCRIPTION OF PROCEDURE REVISION

Name of procedure:
Specimen Storage via Spec Track SGAH.S02 / WAH.S02 v1
Description of change(s):
Section 4: Convert to shared SOP for all labs, **SG to adopt rack system for labeling*** Section 5: replace SMS with Cerner * no change for WAH process This revised SOP will be implemented on February 24, 2015

Document your compliance with this training update by taking the quiz in the MTS system.

Approved draft for training (version 1)

Non-Technical SOP

Title	Specimen Storage via Spec Track	
Prepared by	Leslie Barrett	Date: 1/30/2009
Owner	Samson Khandagale	Date: 1/30/2009

Laboratory Approval		
Print Name and Title	**Signature**	**Date**
Refer to the electronic signature page for approval and approval dates.		

Local Issue Date: Local Effective Date:

Review:		
Print Name	**Signature**	**Date**

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1.   PURPOSE

     This procedure describes the storage and retrieval system for laboratory specimens.

2.   SCOPE

     The Spec Track Specimen Management System provides quick and easy storage and retrieval of specimens in the laboratory. Specimens must be stored periodically throughout the shift, at minimum hourly.

     Note: Hematology and Coagulation specimens are not included in Spec Track.
                 Lavender top tubes are placed into storage in the refrigerator every 4 hours and retained for 2 days.
                 Blue top tubes are discarded at the end of each shift.

3.   RESPONSIBILITY

     Laboratory Staff perform this procedure to scan, store and retrieve specimens.

4.   DEFINITIONS

     Spec Track: Software which enables the laboratory to track all specimens by accession number in a uniform categorized rack system.

     Rack System: Racks are labeled by the day of the week followed by a consecutive number. Each day you start with the rack labeled for the current day of the week followed by "rack 1".

     Store Specimen: Function used to input specimens and assign to a position in a rack.

     Retrieve Specimen: Function used to locate specimens and delete/edit/move them.

     Allow Duplicate: Field located on the Store Specimen screen. When scanning specimens, this box must be checked to allow duplicate accession numbers to be scanned and assigned to slots in the rack.

     Unlock rack: A button called that displays on the Store Specimen screen. When a rack is being accessed, it is automatically locked so no one else can access that

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same rack. When the process of scanning specimens is completed, the user must click on the unlock rack button. This allows the rack to be available to other users.

Scanning: Method used to input a specimen into the tracking system via a barcode reader.

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Sunquest accession number translation: When the Sunquest barcode accession number is scanned into Spec Track it is converted to a numeric number. In addition there is a start character "A" at the beginning and a stop character "C" at the end of the accession number.

Example: Sunquest accession number T70944 will translate to A030070944C

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Sunday = 1	Thursday = 5
Monday = 2	Friday = 6
Tuesday = 3	Saturday = 7
Wednesday = 4	

5.   PROCEDURE

A. Storing Specimens:

1. When testing is completed, techs place specimens in designated area(s). Staff circulates through lab periodically (minimum each hour) to gather specimens for storage.

2. Click on **Store Specimen** to access the store specimen screen.

3. Select the rack by using the pull-down box and click on the appropriate rack. Example: If today is Monday, the first rack selected is labeled with the current day followed by "rack 1".
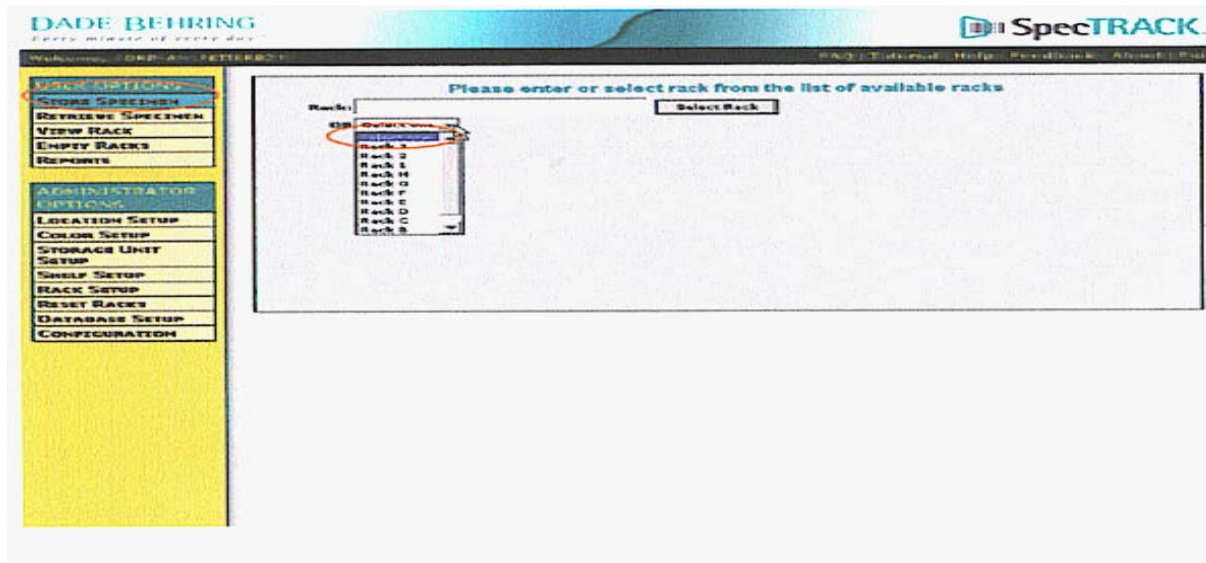
4. When the rack is selected for storing a specimen, a screen will appear and will reflect the tube positions available for storage placement. The green box on the rack grid denotes the next available slot to place the specimen. Also the coordinates are noted as well (row, column).

5. On the screen there is a field called "Allow Duplicate". You **must** click on the box. This allows storage of identical specimen accession numbers in multiple slots.

6. Scan the Sunquest barcode accession number. Note that the Sunquest accession number is translated.
   Note:
   a. If only the Sunquest footer label is present, manually enter the accession number by typing the complete Sunquest accession number and clicking Add.
   b. If there is only a Cerner patient label (no Sunquest accession number label), scan in the Medical record number barcode.

7. Place the specimen in the assigned slot in the rack. First position (1,1) is the back left corner of rack.
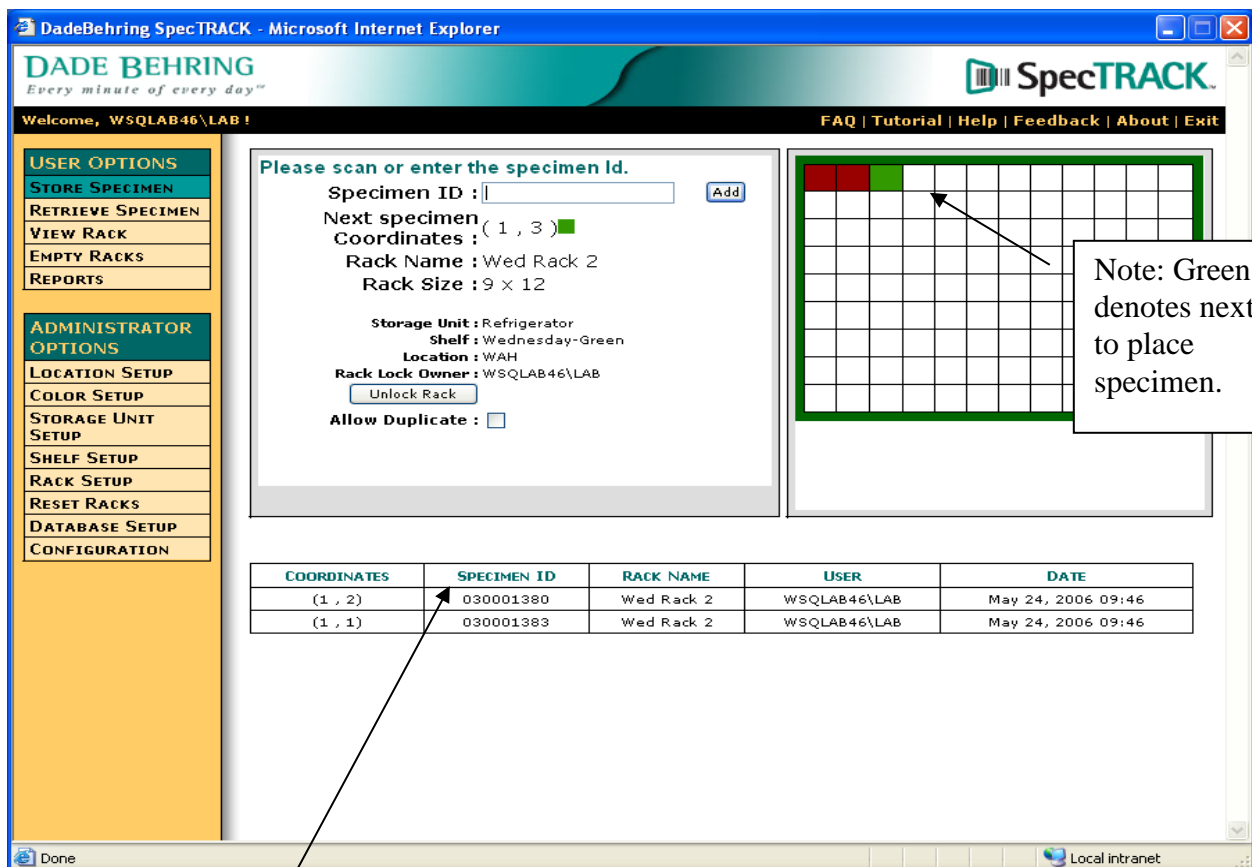
8. As specimens are scanned, they are added to the top of the list for that rack.

9. When rack becomes full, the following message will display on the screen.
   "Rack is full. No more entries possible"

Proceed to the next numbered rack for that day.
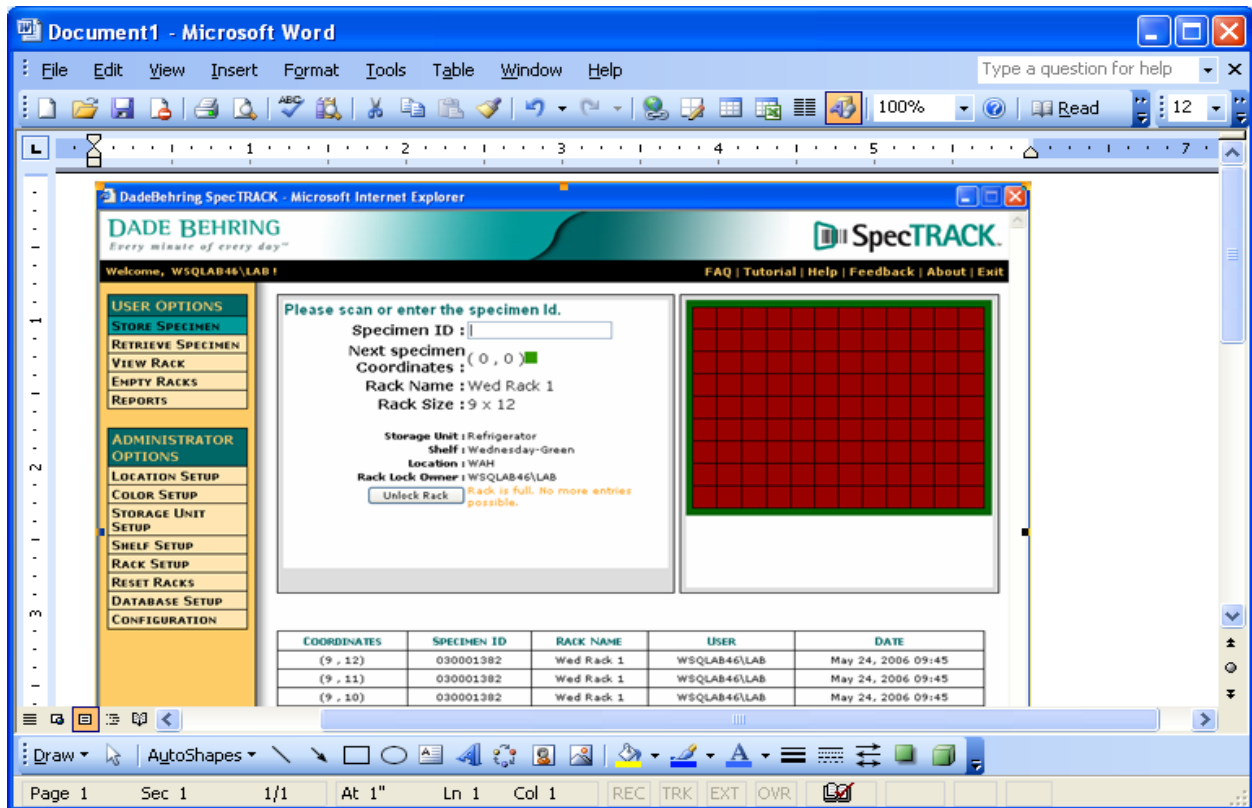
10. Click on the "**Unlock Rack**" when you are done. ****This allows the rack to be available to other users****.


B. **Retrieving Specimens:**

1. Click on the **Retrieve Specimen** option to access the Retrieve Specimen Screen.

2. Enter the numeric portion of the Sunquest accession number into the specimen ID box to retrieve a specimen

    Example: If the Sunquest accession number is M12345, type in 12345 and click **Search**.

    Note: Never use the "Day Prefix", i.e., X, M, T, W, H, F or S. It will not register as part of the specimen ID; therefore it will not show the specimen(s) location.
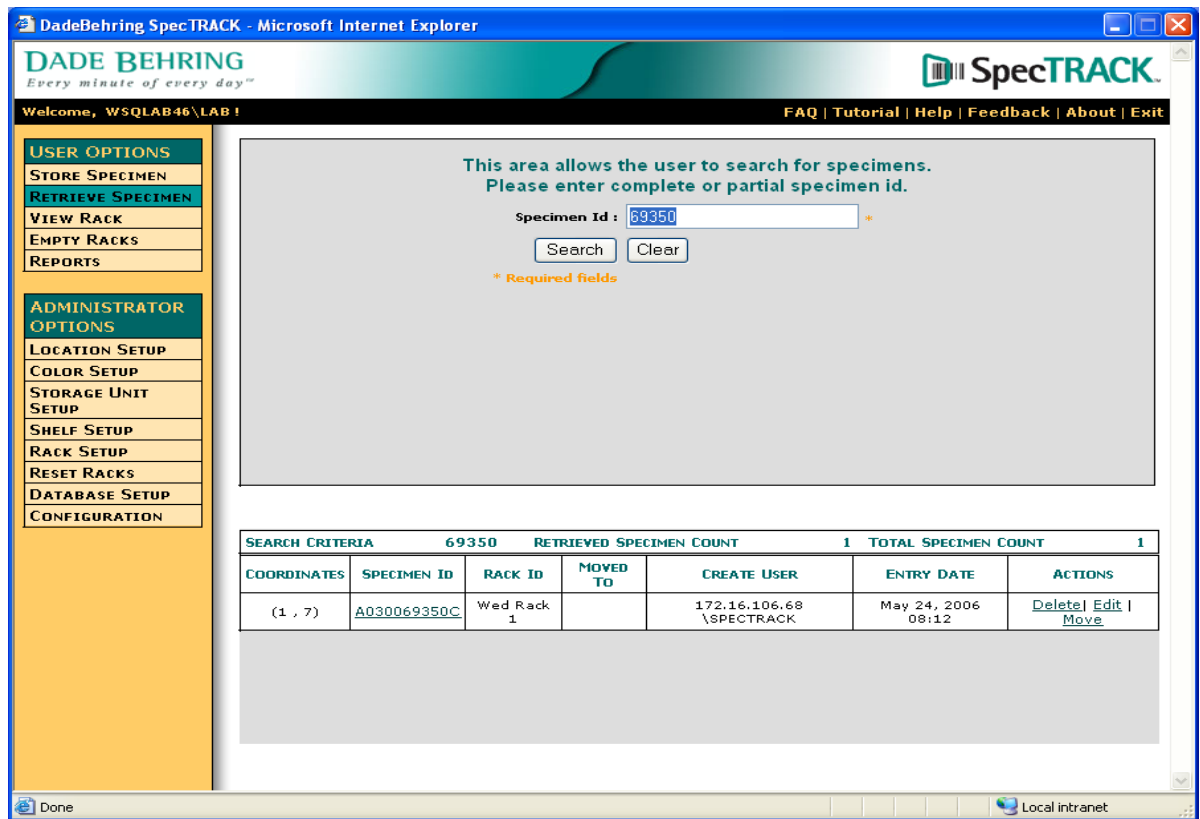
3. The retrieved specimen(s) will be displayed in a list at the bottom of the screen

4. To find the location of the specimen, place the cursor over the specimen ID Number located in the table and click once. The green position on the rack display denotes the location on the specimen in the rack.

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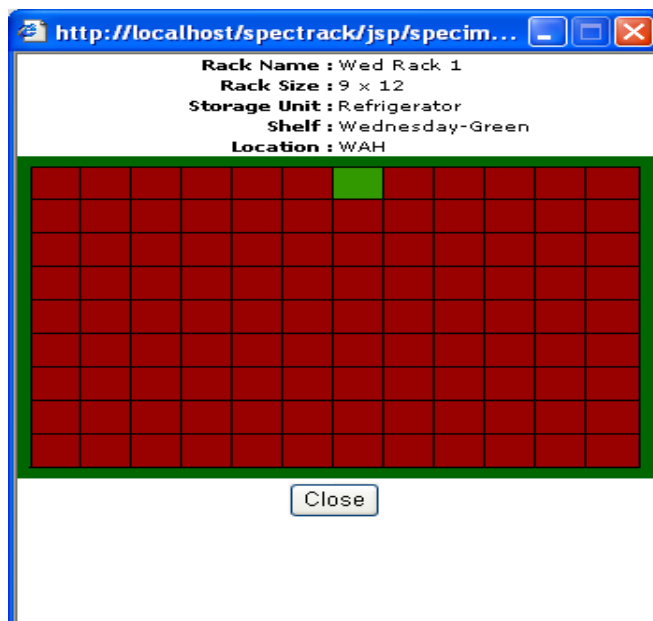
5. The following options can be used to find additional specimens or make changes.

   a. The **Clear** button will clear any input in the specimen box.

   b. Click **Delete** in the actions column to delete.

   c. Click **Edit** in the actions column to edit.

   d. **Move** a Specimen:

      1) Click "**Move**" in the actions column. This will display the **Move To** screen.

      2) Select the new location for the specimen from the "**Moving specimen to location"** pull down box**.**

      3) Click the **Move to** button. The specimen will be moved from one location to another. The move will then be displayed in the search table under the "**Move To**" column.

C. View Rack:

   1. **View Rack** option is used to view any rack and the specimens from any predefined rack within the rack by selecting the rack name from the pull down menu. The rack name may also be typed into the rack box and press **View action** button.

   2. Click on the **View Rack**. Select a rack from the pull down box

   3. Move the cursor over the **RED** squares for the Specimen ID coordinates.

D. Empty Racks

   1. Racks are automatically 'emptied' from the Spec Track system on the 7th day. Example: All previous Monday racks will empty on the following Monday to allow storage of new day's specimens.

   2. Corresponding racks must be physically emptied into biohazard trash each night at midnight.

   3. The option **Empty Rack** is not utilized.

6.   RELATED DOCUMENTS
None

7.   REFERENCES
Spec track User Guide, Dade Behring, Newark, DE, April 2005

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8.   REVISION HISTORY

Version	Date	Reason for Revision	Revised By	Approved By
		Supersedes SOP WAH S030.002, SGAH S030.001		
000	1/19/2015	Section 4: Convert to shared SOP for all labs, SG to adopt rack system for labeling Section 5: replace SMS with Cerner Footer: version # leading zero's dropped due to new EDCS in use as of 10/7/13.	L Barrett	S Khandagale

9.   ADDENDA AND APPENDICES
None

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