TRAINING UPDATE

Lab Location:	GEC	**Date Distributed:**	6/8/2015
Department:	Chemistry	**Due Date:**	6/30/2015
		Implementation:	**7/1/2015**

DESCRIPTION OF REVISION

Name of procedure:

Sample Processing, Dimension® Xpand GEC.C08 v3

Description of change(s):

Section 4: Added specific definitions for aliquot vs. pour-off

Section 5: Added details to SCC labeling in step A.3

This revised SOP will be implemented on July 1, 2015.
The same changes have been made to the Vista Sample Processing SOP

Note: an audit will be performed after implementation to assure compliance

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

Approved draft for training (version 3)

Non-Technical SOP

Title	**Sample Processing, Dimension® Xpand**	
Prepared by	Leslie Barrett	Date: 7/31/2009
Owner	~~Jean Buss~~, Robert SanLuis	Date: 5/15/2015

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**

Form revised 3/31/00

TABLE OF CONTENTS

1. PURPOSE

This procedure outlines the steps for processing a sample on the Dimension Xpand instruments.

2. SCOPE

This procedure applies to all Core Laboratory personnel working with the Dimension Xpand instruments.

3. RESPONSIBILITY

Core Laboratory personnel are responsible for performing and complying with this procedure.
The Technical Supervisor is responsible for content and review of this procedure.

4. DEFINITIONS

Aliquot: portion of a sample removed from the primary specimen (original patient collection), often to allow testing on multiple analyzers or benches, or for referral to another facility. Must be labeled with two (2) patient identifiers

Pour-off: portion of a sample removed from the primary specimen into a Small Sample Cup (SSC) which is placed on top of the primary specimen and remains with it until the pour-off is disposed.

5. PROCEDURE

A. General Information

1. If an aliquot or dilution is required, never pour sample back into the primary tube.
2. When preparing an aliquot or dilution, only handle one patient sample at a time.

3. A pour-off into a Small Sample Container (SSC) does not require additional labeling if there is sample left in the primary tube AND the following conditions are met:
   ~~a. If there is specimen left in the primary tube, discard the SSC when testing is complete~~
   ~~b. If there is no specimen left in the primary tube, parafilm the top and save.~~
   a. Handle one patient at a time.
   b. Pour off patient sample from the primary tube into an SSC and immediately place the SSC on top of the primary tube.
   c. If there is **NO** specimen left in the primary tube, label the SSC with an LIS small label (foot) or an EZ link label. When testing is complete parafilm the top to secure the SCC to the primary tube and save.
   d. If there is specimen left in the primary tube, discard the SSC when testing is complete.
4. To make dilutions, handle one patient at a time. Label a Sample Cup with patient name and accession number, and then proceed with the dilution. Never dilute into Small Sample Containers.
5. If there is limited quantity of a specimen, parafilm and save the Sample Cup.
6. All saved specimens must be labeled with patient identification.

B. Processing

1. Bar-coded Tubes
   a. Check for sufficient sample volumes using the tube fill gauge located by the instrument.
   b. Place the bar-coded sample on a black segment in the appropriate adaptor. (5 ml tube –teal, 7 ml tube tan, 10 ml tube no adaptor.)

2. Short Samples Bar-coded Tube
   a. Transfer the sample into the clear plastic small sample containers (SSC).
   b. Place SSC atop the bar-coded tube
   c. Place the tube into an available position in the SSC designated segment (Orange or Yellow).
   d. Ensure the barcode label is visible in the opening of the segment.

3. Non Bar-coded Tube
   a. Label sample cup with patient ID, include dilution if applicable.
   b. Transfer the samples to a plastic sample cups and place on a black segment in any color adaptor.
   c. Enter patient information manually using the procedure below.

   Note: Urine and CSF specimens will be processed in sample cups.

4. Manually Entering Patient Information
   a. From main operating menu, press F1: Enter Data.

POSITION	Enter segment letter and position number.
PATIENT NAME	Enter name (if applicable).

Form revised 3/31/00

SAMPLE NO	Enter patient accession number (Manual query can be used by entering * accession number. If the patient is in the LIS, this will fill in the patient information)
LOCATION	Entry optional.(except during downtime)
TEST	Select test by pressing method keys on keyboard.
F7: MODE	Select the sample container you are using. Sample cup primary tube, SSC, etc.
F4: PRIORITY	Select Routine, stat, etc.
DILUTION	Enter dilution factor (if applicable).
F8: FLUID	Select serum, urine, plasma, or CSF.

b. To run a single specimen, enter the patient information. Place the specimen in the segment position you have selected, press F2: Process Single.
c. If you have more than one sample to enter manually, press F1: New Sample after each entry.
d. After entering all samples, press F3: Load List. Place samples in the designated segment positions, on the load list

C. Loading

1. Loading Sample for Standby Status Mode
   a. Ensure that all instrument lids are closed and all instrument doors and panels are closed.
   b. Ensure that segments have been loaded into the sample wheel.
   c. Completely seat the correct sample container in the correct segment position.
   d. Position bar code labels so that the bar code is visible in the opening of the segment.
   e. Press the run key on the keyboard.

2. Adding Samples while running the System in Processing Status
   a. Before adding samples while the system is in processing status, check the segment position in the segment status area of the screen.
   b. If there is no segment letter in that position, you can load a new segment.
   c. If the segment letter has a green background color, you can add new samples to empty or unassigned position of the segment or remove and replace the segment.
   d. If the segment has a red background color you can add new samples to empty or unassigned positions of the segment but DO NOT REMOVE the segment or reposition the segment to another position on the sample wheel and DO NOT remove any sample container from the segment.
   e. Press run key on the keyboard.

6. RELATED DOCUMENTS

Dimension Xpand Limits Chart (AG.F143)

7. REFERENCES

Dimension RXL Max Clinical Chemistry Operators' Guide August 2008
Dimension Xpand Clinical Chemistry Operators' Guide February 2007

8. REVISION HISTORY

Version	Date	Reason for Revision	Revised By	Approved By
		Supersedes SOP C051.002		
000	10/27/11	Update owner Section 5: add part A, labeling requirement added to B.3 Section 9: update CKI, LIPL, ALT, AST, GGT, LA, HA1C, and UCFP; remove urine Cl and AMY. Location added	L Barrett A Chini	J Buss
001	8/8/12	Sections 1 & 2: add analyzer name Section 9: rename chart, revise to reflect GEC testing only	L Barrett A Chini	J Buss, R SanLuis
002	5/15/15	Update owner Section 4: Add definitions Section 5: Add details to SCC labeling Section 6: Move form from section 9 Footer: Version # leading zero's dropped due to new EDCS in use as of 10/7/13.	L Barrett	R SanLuis

9. ADDENDA AND APPENDICES

None