TRAINING UPDATE

Lab Location:	SGMC & WAH	**Date Distributed:**	1/5/2016
Department:	Field Ops & Core	**Due Date:**	1/31/2016
		Implementation:	**2/1/2016**

DESCRIPTION OF PROCEDURE REVISION

Name of procedure:
24 Hour Urine, Storage and Processing SGAH.S09, WAH.S08 v1
Description of change(s):
Section 1 & 5: add container preparation Section 5: remove use of cylinders for measuring, standardize storage and retention Section 6: add Urine Collection & Sendouts SOPs This revised SOP will be implemented on February 1, 2016

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	**24 Hour Urine, Storage and Processing**	
Prepared by	Leslie Barrett	Date: 7/10/2009
Owner	Samson Khandagale	Date: 7/10/2009

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 delineates the process for container preparation, storage and aliquoting 24-hour urine specimens prior to testing.

2. SCOPE

This procedure applies to all 24 hour urine specimens.

3. RESPONSIBILITY

All specimen processing staff and technologists must process specimens according to the procedure.

4. DEFINITIONS

MIQ – Maintenance Inquiry function of Sunquest system
REI – Interface Requisition Entry function of Sunquest system

5. PROCEDURE

Container Preparation

Refer to the Client Services procedure Urine Collection for details to prepare a 24 hour container for collection.

Aliquoting for Storage

1. Total volume **must** be put into the computer under period and volume for **all** 24 hour urines. All staff must do this when receiving a specimen.
2. Thoroughly mix the 24-hour urine sample.
3. Aliquot a well mixed sample into a 15ml conical centrifuge tube.

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4. Save one aliquot tube for in house testing. Save a second aliquot tube if tests are sent to a reference lab.
5. Reprint the patient label and label the aliquot tube(s).
6. Write the total volume on all aliquot tubes.
7. The remaining urine is discarded into the sink, flush with large volumes of water.

Processing for Testing

A. LIS Receipt:
   1. Check the total volume of the 24 hour specimen. ~~If the total volume can not be read from the container, then measure the volume using the measuring cylinders located in the chemistry department; OR pour into another container where volume can be measured.~~
   2. If creatinine clearance is ordered, check the comment field for height (convert to inches) and weight. If height and weight were not indicated in comments, call nursing unit to obtain this information.
   3. Using LIS function **REI**, enter the collection information.
      a. Order test code PV (Period and volume)
      b. If the test is creatinine clearance, enter the height and weight
      c. Accept, modify, reject prompt: A to accept
   4. Aliquot the urine into a urinalysis collection container. Label with patient test label and write the total volume of the specimen on the label.
   5. Receive the specimen in the LIS.

B. Prepare specimen for testing and storage:
   1. **IN-HOUSE TESTING**:
      a. Aliquot15ml of urine into a centrifuge tube. If the sample is split between two or more containers, combine the content from each container and mix until homogeneous before taking an aliquot. Label the tube with the patient barcode aliquot label.
      b. Spin the specimen in the centrifuge for appropriate speed and time.
      c. Take the spun urine to the appropriate instrument.
      d. Label a urine cup with a patient barcode label and write the total volume of the 24 hour specimen on the cup. Fill the cup from the 24 hour jug.
      e. Enter the specimen into Spec Track and place urine cup in the specimen refrigerator. Retain sample for one (1) week.

         ~~SGAH: put the urine cup in the specimen refrigerator. The sample will be kept for 2 weeks.~~
         ~~WAH: enter the specimen into Spek Track and place urine cup in the specimen refrigerator accordingly. The sample is kept for 1 week.~~

      f. The remaining urine is discarded into the sink, flush with large volumes of water.

   2. **SEND OUT TESTING:**

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a. Check function **MIQ** (individual/ group test) for any special handling. Aliquot the required volume into a urine cup noting any special instructions for transport of specimen (protect from light, freeze, acidify, etc).
b. Process per routine send-out procedure.
c. Place the sample in the refrigerator, freezer, or leave at room temperature depending on the handling requirements.
d. If the test is ordered under a miscellaneous code, the volume must be entered with the reference lab code and the name of the test.
e. Label a urine cup with a patient barcode label and write the total volume of the 24 hour specimen on the cup. Fill the cup from the 24 hour jug and retain as noted in step B.1.d-e above.
f. The remaining urine is discarded into the sink, flush with large volumes of water.

6. RELATED DOCUMENTS

Urine Collection, Client Services procedure
REI – Ordering Tests, Receiving Specimens, Reprinting Labels, LIS procedure
MIQ 1 – Maintenance Inquiry, Test Code Lookup, LIS procedure
Specimen Storage via Spec Track
Specimen Processing Sendouts
~~ROB - Creating Batch for QD Chantilly Sendouts~~

7. REFERENCES

N/A

8. REVISION HISTORY

Version	Date	Reason for Revision	Revised By	Approved By
		Supersedes SOP S009.001		
000	12/9/15	Section 1 & 5: add container preparation Section 5: remove use of cylinders for measuring, standardize storage and retention Section 6: add Urine Collection & Sendouts SOPs Footer: version # leading zero's dropped due to new EDCS in use as of 10/7/13	SKhandagale	SKhandagale

9. ADDENDA AND APPENDICES

None

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