

TRAINING UPDATE

Lab Location: GEC, SGMC & WAH
Department: All staff

Date Distributed: 3/1/2018
Due Date: 3/31/2018
Implementation: 2/26/2018

DESCRIPTION OF PROCEDURE REVISION

Name of procedure:
Specimen Containers SGAH.SA18 v2 <i>This has been converted to a system SOP</i>
Description of change(s):
<p>The changes are minor. This update is intended to refresh your knowledge of safety practices.</p> <p>Header: add other sites</p> <p>Section 3: updated director job title</p> <p>This revised SOP was implemented on February 26, 2018</p>

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

Non-Technical SOP

Title	Specimen Containers	
Prepared by	Bryan Mason	Date: 3/7/2011
Owner	Robert SanLuis, Stephanie Codina	Date: 2/12/2018

Laboratory Approval		
Print Name and Title	Signature	Date
<i>Refer to the electronic signature page for approval and approval dates.</i>		
Local Issue Date:		Local Effective Date:

Review:		
Print Name	Signature	Date

Document:SGAH.SA18[2] Status:RELEASED,Effective:2/26/2018, Check Version Before Use

Form revised 3/31/00

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1. PURPOSE

Per the OSHA Bloodborne Pathogen Standard (29 CFR 1910.1030), biological specimens must be collected and transported in puncture resistant/leak resistant containers. Leaking and broken specimens present an unacceptable risk to employees, as well as to non-employees involved in the transport of these specimens.

2. SCOPE

This SOP applies to all biological specimens transported to or from, or received by the laboratories of Quest Diagnostics at Germantown Emergency Center, Shady Grove Medical Center and Washington Adventist Hospital.

3. RESPONSIBILITY

The Laboratory Services Director or designee is responsible for review and revision of this SOP as needed.

Department management (Directors, Managers, and Supervisors) is responsible for compliance to the directives of this SOP.

4. DEFINITIONS

Leak Resistant - Containers considered leak resistant will not allow leakage of biological materials during the transport, handling, or storage of the specimen.

Puncture Resistant - Containers considered puncture resistant will not allow punctures by specimens during the transport, handling, or storage of the specimen and container.

5. PROCEDURE

- a. The Laboratory provides containers that meet the definition of puncture resistant and leak resistant to the client.
- b. Clients are encouraged to use the appropriate containers provided by the Laboratory for specimens.
- c. Specimens should be collected and transported in appropriate specimen containers. All submitted paperwork shall be separated from the specimen container using a specimen bag. No specimen should be submitted to the Laboratory wrapped in the specimen's paperwork or requisition.
- d. All leaky specimens, specimens in broken or damaged containers, or specimens submitted in an inappropriate container submitted to the Laboratory shall be documented on a Quality Variance (QV) form.
 - The supervisor will document the event via the Hospital occurrence reporting system. If the pneumatic tube system is compromised, the Hospital policy will be followed. Occurrence tracking may be performed by Hospital departments or via the Laboratory QV system as needed.
 - If the specimen may be safely processed (by transfer to an appropriate container for delivery to the proper department), the sample may be accessioned and delivered to the proper department. All materials from the original specimen container shall be disposed of as infectious waste (red bag waste).
 - If testing may not be safely completed on the specimen, or if the specimen has been damaged and is inappropriate for testing, the information must be reported to the nursing unit or physician's office as soon as possible.

6. RELATED DOCUMENTS

Adventist Healthcare Pneumatic Tube System policy, available on hospital intranet

7. REFERENCES

29 CFR 1910.1030, "Bloodborne Pathogens", OSHA.

8. REVISION HISTORY

Version	Date	Reason for Revision	Revised By	Approved By
		Supersedes SOP titled Specimen Containers, dated 3/5/2004.		
000	2/16/16	Section 2: remove Nichols Institute Section 3: update job titles Section 5: replace PI with QV Footer: version # leading zero's dropped due to new EDCS in use as of 10/7/13	L Barrett	L Loffredo
1	2/12/18	Updated owner Header: added other sites Section 3: updated director job title	L Barrett	R SanLuis

9. ADDENDA AND APPENDICES

None