

TRAINING UPDATE

Lab Location: SGMC and WAH **Date Implemented:** 3.23.2018
Department: Processing **Due Date:** 4.13.2018

DESCRIPTION OF PROCEDURE REVISION

Name of procedure:

24 Hour Urine, Storage and Processing

Description of change(s):

- | |
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| <ol style="list-style-type: none">1. Updated wording and format to make the procedure more clear.2. Added instructions for measuring the urine.3. Order a "U24A" test to print a label for the extra 24-hour urine aliquot for storage.4. PV will be added to each test; we will no longer need to add. |
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Non-Technical SOP

Title	24 Hour Urine, Storage and Processing	
Prepared by	Leslie Barrett	Date: 7/10/2009
Owner	Stephanie Codina	Date: 3/12/2018

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


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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 staff members must understand and adhere to this procedure when processing 24-hour urine specimens.
- 4. DEFINITIONS**
 N/A
- 5. PROCEDURE**

Step	Action
1	<p>Measure the volume of the urine.</p> <p>A. Place the container on a flat surface.</p> <p>B. Identify the level of the urine.</p> <p>C. Compare the urine level to the measurements on the side of the container.</p> <p>Document the volume on the urine container.</p> 

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Step	Action
2	Verify the urine testing requirements by checking Sunquest function MIQ.
3	<p>Thoroughly mix the 24-hour urine sample and then prepare and label aliquots for testing per the aliquotting procedure.</p> <p>Note: If the urine is stored in more than one container, mix the contents of the containers together before aliquotting.</p> <ul style="list-style-type: none"> A. Prepare an aliquot for storage using a yellow urine tube (no preservative). Order the test "U24A" for "Extra Urine 24H Aliquot." B. Prepare one aliquot for in-house testing using a clean test tube or yellow urine tube. C. Prepare a second aliquot if reference lab testing is ordered. Use one or more plastic screw-top shipping tubes for reference aliquots.
4	Document the total volume on each of the aliquot tubes.
5	Dump the remaining urine in the sink and flush with large volumes of water.
6	<p>Receive the specimen in the laboratory information system.</p> <ul style="list-style-type: none"> A. Result the "PV" test by typing in the period (24 hours or other) and volume of the urine collected. B. If a creatinine clearance test is ordered, you must enter the height (in inches) and weight (in pounds). <ul style="list-style-type: none"> a. Check the comments section of the order for this information. b. Contact the nursing unit to obtain if not in comments.
7	Centrifuge aliquots prepared for in-house testing. Process send-out testing per test instructions.

- 6. RELATED DOCUMENTS**
 Urine Collection, Client Services procedure
 Aliquotting Specimens

- 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
1	3/12/18	Updated owner Header: Added WAH Section 5: Updated format and wording of procedure for clarity. Section 6: Removed retired SOPs	SCodina	NCacciabeve

9. ADDENDA AND APPENDICES
None

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