

## TRAINING UPDATE

**Lab Location:** SGAH & WAH  
**Department:** Processing

**Date Distributed:** 7/3/2012  
**Due Date:** 7/31/2012

### DESCRIPTION OF PROCEDURE REVISION

<b>Name of procedure:</b>
<b>Courier Schedule and Communication GEC.L14, SGAH.L16, WAH .L16 v002</b>
<b>Description of change(s):</b>
<p>Addenda and Appendices updated</p> <ul style="list-style-type: none"><li>▪ Courier Schedule to Quest Diagnostics Chantilly - times updated</li><li>▪ <b>Courier Logs</b> updated with correct times, column added to record Batch numbers</li></ul>

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

**Approved draft for training all sites (version 002)**

Non-Technical SOP

<b>Title</b>	<b>Courier Schedule and Communication</b>	
<b>Prepared by</b>	Leslie Barrett	Date: 2/9/2009
<b>Owner</b>	Jean Buss, Robert SanLuis	Date: 6/4/2012

<b>Laboratory Approval</b>		
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:

<b>12 month (or new) management review and approval: Signature acknowledges SOP version remains in effect with NO revisions.</b>		
Print Name	Signature	Date

Form revised 3/31/00

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### **1. PURPOSE**

To provide guidelines for courier schedules and responsibilities which will ensure efficient pickup and delivery of specimens.

To provide guidelines for packaging and communication with couriers at pick up times

### **2. SCOPE**

Chantilly couriers are utilized to deliver laboratory specimens and reports between the laboratory sites and Quest Diagnostics Chantilly laboratory.

Specimen processing staff must ensure couriers sign pick up log and note actual time of sample pick up.

A contracted courier service is utilized to deliver laboratory specimens and reports between laboratory sites, SGAH and WAH.

### **3. RESPONSIBILITY**

All Laboratory staff must have knowledge of and comply with this procedure.

### **4. DEFINITIONS**

None

### **5. PROCEDURE**

#### **Guidelines for Quest Diagnostics Chantilly couriers:**

1. All specimens must be handled according to Federal Register, 49 CFR – Transportation, Hazardous Materials Transportation Uniform Safety Act. Appropriate containers to maintain specimen requirements will be used.

2. Specimen pickup and delivery will occur on a predefined schedule. Please refer to the attached scheduled.

3. Carriers will be made available at each site. It shall be the responsibility of Laboratory staff to empty and fill the carriers. The courier will not be responsible to empty or fill the carriers.
4. The courier will have available temperature appropriate carriers containing dry ice, freezer packs, etc.
5. Any delay of greater than 30 minutes in pick up of specimens must be immediately reported to the lead tech on duty.
6. Samples are to be packaged in color coded bags
  - Blue – refrigerated samples
  - Yellow – frozen samples
  - Orange – room temperature

**Guidelines for Contract couriers:**

1. Specimens for routine testing at another hospital site and mail may be placed in the Pathology Office for pick up and delivery between campuses.
2. For stat testing, the contract courier service is called and pickup/transport requested. Information is recorded on the courier log.

**6. RELATED DOCUMENTS**

None

**7. REFERENCES**

N/A

**8. REVISION HISTORY**

Version	Date	Reason for Revision	Revised By	Approved By
		Supersedes SOP L035.004		
000	4/2/2010	Updated owner Section 9: updated Schedule to QD Chantilly	L. Barrett	L. Loffredo
001	6/4/2012	Update owner Section 9: updated Schedule to QD Chantilly for all sites	L. Barrett	L. Loffredo

**9. ADDENDA AND APPENDICES**

- Courier Schedule to Quest Diagnostics Chantilly
- Courier Schedule between Pathology Office and Hospital Laboratories
- Courier Logs (see Attachment Tab of Infocard)

Form revised 3/31/00

**Schedule to Quest Diagnostics Chantilly**

Washington Adventist Hospital				Shady Grove Adventist Hospital			
Monday	thru	Friday		Monday	thru	Friday	
Pickup Time	Elapsed from previous pickup	Delivery Time to Chantilly	Travel Time	Pickup Time	Elapsed from previous pickup	Delivery Time to Chantilly	Travel Time
0130	3.50	0245	1.25	0100	4.50	0345	2.75
0800	6.50	0930	1.50	0430	3.50	0545	1.25
1230	4.50	1345	1.25	0830	4.00	1000	1.50
1545	3.25	1800	2.25	1215	3.75	1330	1.25
1930	3.75	2115	1.75	1615	4.00	1930	3.25
2200	2.50	0030	2.50	2030	4.25	2115	0.75
Saturday	&	Sunday		Saturday	&	Sunday	
Pickup Time	Delivery time	Pickup Time	Delivery time	Pickup Time	Delivery time	Pickup Time	Delivery time
0215	0430	0215	0430	0130	0430	0130	0430
0920	1045	0840	1100	0920	1320	0930	1100
1240	1415	1315	1715	1200	1430	1200	1715
1745	2000	1745	2000	1900	2015	1845	2000
2215	0030	2215	0030	2315	0030	2330	0030

**Note:** To resolve courier issues during off ours, weekends and holidays, contact:

Chris Clark                      703-629-2882

Chuck Mullins                 301-455-5096

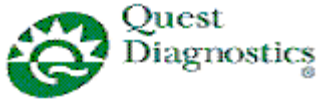
Germantown ED to Shady Grove			
Monday	thru	Friday	
Pickup Time	Elapsed from previous pickup	Delivery Time to SGAH	Travel Time (min)
0045	4.50	0100	:15
0415	3.50	0430	:15
0810	4.00	0830	:20
1200	4.00	1215	:15
1600	4.00	1615	:15
2015	4.25	2030	:15
Saturday	&	Sunday	
Pickup Time	Delivery Time to SGAH	Pickup Time	Delivery Time to SGAH
0100	0115	0100	0115
0900	0920	0915	0935
1130	1150	1130	1150
1815	1835	1815	1835
		2300	2315

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**Schedule between Pathology Office and Hospital Laboratories**

<b>DEPART</b>	<b>TIME</b>	<b>ARRIVE</b>	<b>TIME</b>
*WAH	0715	SGAH	0845
SGAH	0900	WAH	1000
*WAH	1300	SGAH	1330
*SGAH	1345	WAH	1430
WAH	1430	SGAH	1500

\* denotes roundtrip



## Shady Grove Adventist Hospital Courier Log Sheet

Date: \_\_\_\_\_

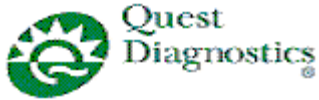
### Monday through Friday

Scheduled Pick-up Time	Actual Pick-up Time	Courier Initials	Processor Initials	<b>Batch Numbers</b>	<b># Bags Pickup</b>	<b>Mail ?</b>
0100					( ) MICRO ( ) REF ( ) FZ ( ) RMT	
0430					( ) MICRO ( ) REF ( ) FZ ( ) RMT	
0830					( ) MICRO ( ) REF ( ) FZ ( ) RMT	
1215					( ) MICRO ( ) REF ( ) FZ ( ) RMT	
1615					( ) MICRO ( ) REF ( ) FZ ( ) RMT	
2030					( ) MICRO ( ) REF ( ) FZ ( ) RMT	
STAT					( ) MICRO ( ) REF ( ) FZ ( ) RMT	
STAT					( ) MICRO ( ) REF ( ) FZ ( ) RMT	
STAT					( ) MICRO ( ) REF ( ) FZ ( ) RMT	

### Saturday & Sunday

Scheduled Pick-up Time		Actual Pick-up Time	Courier Initials	Processor Initials	<b>Batch Numbers</b>	<b># Bags Pickup</b>	<b>Mail ?</b>
Sat	Sun					( ) MICRO ( ) REF ( ) FZ ( ) RMT	
0130	0130					( ) MICRO ( ) REF ( ) FZ ( ) RMT	
0920	0930					( ) MICRO ( ) REF ( ) FZ ( ) RMT	
1200	1200					( ) MICRO ( ) REF ( ) FZ ( ) RMT	
1900	1845					( ) MICRO ( ) REF ( ) FZ ( ) RMT	
2315	2330					( ) MICRO ( ) REF ( ) FZ ( ) RMT	
STAT	STAT					( ) MICRO ( ) REF ( ) FZ ( ) RMT	
STAT	STAT					( ) MICRO ( ) REF ( ) FZ ( ) RMT	

**ALL COURIERS MUST SIGN LOG SHEET, NO EXCEPTIONS!**



**Washington Adventist Hospital  
Courier Log Sheet**

Date: \_\_\_\_\_

**Monday through Friday**

Scheduled Pick-up Time	Actual Pick-up Time	Courier Initials	Processor Initials	Batch Numbers	# Bags Pickup	Mail ?
0130					( ) MICRO ( ) REF ( ) FZ ( ) RMT	
0800					( ) MICRO ( ) REF ( ) FZ ( ) RMT	
1230					( ) MICRO ( ) REF ( ) FZ ( ) RMT	
1545					( ) MICRO ( ) REF ( ) FZ ( ) RMT	
1930					( ) MICRO ( ) REF ( ) FZ ( ) RMT	
2200					( ) MICRO ( ) REF ( ) FZ ( ) RMT	
STAT					( ) MICRO ( ) REF ( ) FZ ( ) RMT	
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0215	0215				( ) MICRO ( ) REF ( ) FZ ( ) RMT	
0920	0840				( ) MICRO ( ) REF ( ) FZ ( ) RMT	
1240	1315				( ) MICRO ( ) REF ( ) FZ ( ) RMT	
1745	1745				( ) MICRO ( ) REF ( ) FZ ( ) RMT	
2215	2215				( ) MICRO ( ) REF ( ) FZ ( ) RMT	
STAT	STAT				( ) MICRO ( ) REF ( ) FZ ( ) RMT	
STAT	STAT				( ) MICRO ( ) REF ( ) FZ ( ) RMT	

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