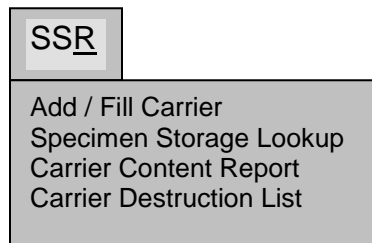


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Policy Statement	It is the policy of the Core Lab to store and save all blood samples received in the lab for seven days after collection. We will utilize Data Innovations Instrument Manager for this function.
Purpose	This procedure describes how to archive and retrieve samples, as required.
Scope	This procedure applies to all laboratory associates for the storage of all blood samples and body fluid samples.
Responsibility	All associates are responsible for the proper storage of laboratory samples. It will be the responsibility of the Lab Assistants or the night shift Medical Technologists to carry out the carrier destruction.

Accessing the Instrument Manager

Double click on Instrument Manager Icon of the computer to use the Specimen Storage and Retrieval System. Log on the system by using the designated log on and password as has been provided. Select SSR from the menu across the top of the screen.



Add / Fill Carrier

Choose this menu item to open the Add/Fill Carrier window that you can use to define and fill a carrier manually.

- A. To begin a new carrier
 1. Click on down arrow at Carrier Type selection field and select Core Lab carrier.
 2. Click on Add New.
 3. Identify the Row and Column position at Sample Information; this will be the next available location for the specimen you will be storing.
 4. Place the selection prompt to Specimen ID and barcode the specimen you wish to archive (or file).
 5. Place the tube (specimen) in the appropriate position/location of the carrier.

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6. When you have finished filing your samples, click on Save at the bottom of the menu screen. This will produce a barcode label for the carrier.
7. Immediately retrieve the Carrier Barcode from the barcode printer and place on the carrier front handle.
8. When carrier is full, cap and place on the designated refrigerator shelf for the particular day of week. Place in the refrigerator with the carrier barcode ID facing out so that the barcode is visible when the refrigerator door is open.
9. Specimens will be saved for one week (7 days).

B. To continue filling an existing carrier

1. Barcode scan the carrier barcode or enter the barcode number in the appropriate field. Place your cursor to Specimen ID.
2. Determine the next position being identified under the Sample Information for Column and Row. This is the next available location available for specimen storage.
3. Scan your specimen tube and place in the same position identified by the data manager.
4. Click on Save when you are done. The data manager will provide a carrier barcode each time you save your specimen entries. You can throw away the subsequent barcodes (once the tray has been initially labeled at the first save then the in-between ones can be thrown out).
5. See below for instruction on how to print a Carrier Content Report.

C. Special Storage

1. CSF fluids should be separately archived in a FLUID-CSF Carrier and will be held for 14 days in the specimen processing refrigerator.
2. Coagulation samples should be separately archived in the COAG Carrier and will be held for 3 days at room temperature at the coagulation bench.

Specimen Storage Lookup

Choose this menu item to open the Specimen Storage Lookup window from which you can search for specimens based on Sample ID. You can then:

- Add specimens to the batch
- Logout selected specimens
- Clear a batch
- Print a batch
- Logout a batch
- Delete selected specimens from a batch

A. To Search for a Sample:

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1. Enter the 6 digit sample ID you are looking for under the area designated under the Search and click on Logout Selected Specimens. The system will provide you with the identity of the tray number and the exact location where this specimen is held in the tray.
 - Look for the tray in the refrigerator if it has already been put away. Find the sample by looking in the appropriate location as identified by system.
 - Enter name and location of person or place you have given the sample to.
 - When the tech is done with this sample don't try and put it in the original location. Store the sample in the next available tray.

Carrier Content Report

Use this window to search for a carrier (by carrier ID) and print carrier reports. Print a carrier content report when you have filled the tray and look it over for any obvious misreads. Print on landscape so that the log out information shows up. The printer is located in the Endo area of the lab (by the side by side refrigerator).

Carrier Destruction List

Choose this menu item to open the Carrier Destruction List window that you can use to search for carriers (by date) and then add those carriers to a batch to be destroyed. Carriers are destroyed after midnight on day seven.