Saratoga Hospital Laboratory  
211 Church Street, Saratoga Springs, NY 12866

**Phlebotomy Maintenance Procedure**

**Principle:**

The purpose of this procedure is to standardize maintenance as well as daily processes for the phlebotomy department at the Saratoga Hospital location.

**Scope:**

This procedure applies to all phlebotomy staff members working in Saratoga Hospital location.

**Materials:**

1. Certified Thermometers
2. Outpatient’s Maintenance Log
3. Receiving Maintenance Log
4. Caviwipes
5. Specimen Collection Supplies

**Quality Control:**

1. Maintenance and temperature logs are utilized on days of operation.

**Maintenance:**

Maintenance and temperature checks are recorded on the following attachments.

1. Attachment 1:
2. Attachment 2:

*Daily*

The following checks and maintenance are completed each day of operation. All outliers and corrective action are recorded on the appropriate maintenance log.

1. Outpatient Phlebotomy Maintenance Log: *Performed during Day Shift & Evening Shift*

* Clean Pagers

*Use Caviwipes from tub with green lid.*

* Disinfect Area

*Use Caviwipes from tub with pink lid.*

* Stock Specimen Collection Supplies

*Supplies are found on rack or in the Receiving area.*

* Inspect Sharps Containers

*Sharps holder keys are found in the phlebotomy key holder.*

* Keep Urine Drug Screen Door Closed
* Inspect Bathroom
* Record Room Temperature
* Record Refrigerator Temperature
* Record Freezer Temperature

1. Receiving Maintenance Log

* Review Unrecieved Specimen Report

*11 Specimen Collection, 44 Unrecieved Specimens for Date*

* Clean MobiLabs

*Use Caviwipes from tub with green lid.*

* Clean Pneumatic Tube Containers

*Use Caviwipes from tub with pink lid.*

* Empty Biohazard Bins

*Sharps holder keys are found in the phlebotomy key holder.*

* Fill Outpatient Supply Requests

*Supplies are found on rack or in the Receiving area.*

* Stock Specimen Collection Supplies

*Supplies are found on rack or in the Receiving area.*

* Disinfect Area
* Discard T-2 Extra Rack Bloods
* Record Refrigerator Temperature
* Record Room Temperature

**Procedural Notes:**

1. ***Refrigerator and freezer temperatures that are out of range require corrective action. Adjust the temperature control, and retake the temperature in 30 minutes. If the temperature is still out of range, notify the charge phlebotomist.***
2. ***Room temperatures that are out of range also require corrective action. Notify the charge phlebotomist immediately. The charge phlebotomist must initiate Attachment 3: Room Temperature Corrective Action Protocol.***

**Attachments:**

* **Attachment 1:** Outpatient Phlebotomy Maintenance Log
* **Attachment 2:** Receiving Maintenance Log
* **Attachment 3:** Room Temperature Corrective Action Protocol

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| Date of Origin: | 07/02/14 |  | | Prepared By: | | | Teri Baldwin | | |
|  |  |  | |  | | |  | | |
| **Date Placed in Service:** | | |  | |  | | | | | |
| **Approved by:** |  | | | |  |  | |  |  | | |  |  |
|  | Phlebotomy Supervisor  Teri Baldwin | | | |  | Date | |  | Laboratory Medical Director  William E. Field II, MD | | |  | Date |
|  |  | | | |  |  | |  |  | | |  |  |
|  | Laboratory Administrative Director  Richard Vandell | | | |  | Date | |  |  | | |  |  |

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**Attachment 1: Outpatient Phlebotomy Maintenance Log**

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| **Date** | **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** | **9** | **10** | **11** | **12** | **13** | **14** | **15** | **16** | **17** | **18** | **19** | **20** | **21** | **22** | **23** | **24** | **25** | **26** | **27** | **28** | **29** | **30** | **31** |
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| **Day Shift** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Clean Pagers |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Disinfect Area |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Stock Areas |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Check Dates on Tubes |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Inspect Sharps Containers |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Stock and Clean Empty Racks |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Close UDS Door |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Inspect Bathroom |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Room Temp\* (4-25 C) |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Refrigerator Temp\* (2-8 C) |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Inspect Freezer  Specimens are not stored in freezer |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Initials |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Comments/Corrective Action:  ***Note: All out of range temperatures require corrective action.*** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **Evening Shift** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Clean Pagers |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Disinfect Area |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Stock Areas |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Check Dates on Tubes |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Inspect Sharps Containers |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Stock and Clean Empty Racks |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Close UDS Door |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Inspect Bathroom |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Initials |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

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| **Attachment 2: Receiving Maintenance Log** | | | | | | | | | | | | | |
| ***\* Corrective action is required for All temperature that are out of range. Document in the Comments section of the log*** | | | | | | | | | | | | | |
| Date | Verify all MobiLABS and Phones are accounted for. | Clean MobiLABS | Clean Pneumatic Tube Containers | Empty Biohazard Bins | Fill Outpatient Supply Requests | Stock Area & Carts | Unrecieved Specimen Report | Dininfect Benches, Phones, Computers | Discard T-2 Bloods | Refrigerator Temperature  (2 - 8 C) | Room Temperature  (4 - 25 C) | Initials | Comments |
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| **Attachment 3**: **Room Temperature Corrective Action Protocol** | | | | | | | | | | |
|  | *\* Temperature must be recorded every 30 minutes while protocol is in place.* | | | | | | | |  |  |
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| Charge Phlebotomist Notified By: | | |  | | Charge Phlebotomist at the Time of Initiation: | | | | |  |
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| Room Temperature Corrective Action Protocol Discontinued By: | | | | | |  | | | | |
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| **Date** | **Time** | **Temp** |  | **Date** | **Time** | **Temp** |  | **Date** | **Time** | **Temp** |
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| Supervisor Review | |  | | | | |  | Date: |  | |