

## Phlebotomy Pneumatic Tube System Procedure

### Purpose:

To provide phlebotomy staff with instruction for using the Saratoga Hospital pneumatic tube system.

### Scope:

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

### Maintenance:

See the **Saratoga Hospital Use of the Pneumatic Tube System Policy**, for detailed instructions regarding the maintenance of the pneumatic tube system.

### Send Specimen Procedure:

1. Place all specimens in a biohazard specimen bag. Close the specimen bag tightly.
2. Select a carrier from the station.
3. Inspect the carrier for the following.
  - ✓ Foam Lining
  - ✓ Intact Clips on Both Ends
4. Place sealed specimen bag in the carrier.
5. Firmly close the carrier ensuring that both latches are engaged and nothing is protruding out of the carrier.
6. Place the carrier upright on the dispatcher arm.
7. Ensure that the Observe Station message displays "Station Ready" on the top line.
8. To send, press the location preprogrammed key or the address of the station the carrier is to be sent to.
9. The Observe Station message should display "Transaction Accepted".
10. The carrier leaves the station.

**Note:** In cases where the Observe Station does not display the "Transaction Accepted" message, refer to the **Saratoga Hospital Use of the Pneumatic Tube System Policy**.

### Receive Specimen Procedure:

1. An auditory tone will announce the carrier arrival into the station.
2. Press **CANCEL** to silence the alarm.
3. Remove the carrier from the station.
4. Open the carrier and remove the contents. Handle all spills, and tube system leakage according to the **Saratoga Hospital Use of the Pneumatic Tube System Policy**.
5. Place routine specimens in the Receiving bin marked **Routine**. Place all STAT specimens in the Receiving bin marked **STAT**.
6. Close the carrier by ensuring that both latches are engaged. Report all carriers with broken latched to the Engineering Department via Work Order Entry.
7. Press **SEND EMPTY** on the carrier station to send the carrier to a station in need of carriers.

### Down Time Procedure:

1. Notify Engineering by calling the department office. If there is no response use the Shop or On-call cell phone numbers.
  - ✓ Engineering Department: 8457
  - ✓ Shop: 8297
  - ✓ On-call cell phone (9p-7a): 577-0511
2. Place a work order.
3. If the entire tube system is down, a Code Brown, Tube System will be announced over the paging system.
3. Phlebotomy staff will review the MobiLAB and attempt to identify that all collected specimens have been accounted for. In the event that laboratory specimens are missing, notify a laboratory supervisor. The supervisor will proceed according to the Saratoga Hospital Use of the Pneumatic Tube System Policy.
4. During a Code Brown Tube System, specimens collected in the ED that need to be delivered to the laboratory will be taken to the secretary's desk for delivery by phlebotomists or volunteers.

COPY

**Procedural Notes:**

- The following laboratory specimens are not to be transported through the pneumatic tube system.
  - Cold Agglutinins
  - Chain of Custody
  - Body Fluids (i.e. CSF, Joint, Peritoneal, ect)
  - Biopsies
- All specimens on ice must be double bagged.
- Report all instances where these specimens have been transported through the pneumatic tube system to the Laboratory Quality Supervisor using a CQI form.

Date of Origin: 01/07/15

Prepared By: Teri Baldwin

Date Placed in Service:

1-21-15

Approved by:

Teri Baldwin

Phlebotomy Supervisor  
Teri Baldwin

1-15-14  
Date

W. E. Field II

Laboratory Medical Director  
William E. Field II, MD

19 Jan 15  
Date

Richard Vandell  
Laboratory Administrative Director  
Date 1/16/14

COPY

COPY