YALE-NEW HAVEN HOSPITAL	TITLE: **TUBE TRACKER**		**DEPT OF LAB MEDICINE** **Immunology, Flow Cytometry, and Molecular Diagnostics Laboratories Policy and Procedure Manual**
			DOCUMENT # IMM 197
			Page 1 of 5
WRITTEN BY: Jennifer Trick, MLS (ASCP) and Brandon Tenney, MS, MT (ASCP)	**EFFECTIVE DATE:** October 23, 2012	**REVISION:** NEW	**SUPERCEDES:**

I. PURPOSE:

The tube.tracker ® Specimen Tracking System is a specimen management program. Using this system, the laboratory personnel efficiently store, search, track, and dispose of specimens after testing is complete. The system also maintains a permanent audit log of every event associated with a specimen.

II. PROCEDURE:

A. Access the tube.tracker ® Specimen Tracking System

1. Double click on the Internet Explorer icon.
2. At the prompt, type the internet address www.tubetracker.com.
3. Click on member login.
4. At the prompt enter the following information to log in to the program:
   a. Username: assigned at time of training (Note: Usernames are not case-sensitive)
   b. Password: assigned at time of training (Note: Passwords are not case sensitive)
   c. Site code: YNHH

B. tube.tracker ® home page contains the following information:

1. Racks
   a. Type of rack (See Appendix A)
   b. List of all racks available
   c. Date and time entered
2. Containers (refrigerator and freezers)
3. All functions are located on the left side of the screen.

C. Adding a specimen to a new rack:

1. Under the menu option Rack, choose the Add option.
2. Using the drop down menu, select the Container Type.
3. Under the Rack Type field select the Rack Type.
4. Enter in the Rack ID which is located on the rack.
5. Click on add specimens.
6. When finished, click on Close Rack.

D. To add specimens to a partially filled rack:

1. Under the menu option Specimens, choose the Add option.
2. Enter the ID number of the rack in use OR using the drop down menu, select the container and then choose the specific rack.
3. Scan the specimen or manually enter the specimen ID number.
4. Added specimens are highlighted in green while specimens that have been previously entered are highlighted in red. A blue square indicates the position where the next specimen will be placed.
5. When all specimens have been scanned/entered, click on the Save Rack. Important: After adding specimens, the rack must be saved or it will lock the rack from future use!
6. Make sure that the specimen is placed in the proper position by following the template shown on the computer screen.
7. Be aware that once a specimen has been deleted the next specimen entered will be placed in that particular position of the active rack.

E. Deleting specimens:

1. Under the menu option Specimens, select delete.
2. Scan or enter the specimen ID and click on search.
3. Under Active Specimens, click on the position where that specimen is located. This will bring up the "Confirm Deleting Specimen" page. If a note needs to be added to the removed specimen check the box labeled Add Note.
4. Click on yes to delete the specimen. This will bring up the page "Removing Specimen From" and will show the rack and position of where the specimen was located.
5. Click "Close Rack"

F. Searching for a Specimen:

1. From the Home page click on Search.
2. Enter the specimen ID
3. The location of the specimen will be indicated in the field, "Active specimen matching" Samples under "Discarded Specimen Matching" have already been discarded from the tube.tracker.
4. To determine where a specimen has been discarded:
   a. Search under discarded specimens.
   b. Click under the Specimen Rack ID. This will bring up a new page titled "Specimen History for Specimen XXXX."
   c. Search under date event for the history of that specimen and when it was discarded.

G. Add-ons:

1. Locate the specimen as indicated in Section II. F.
2. Delete the specimen from its assigned location (refer to Section II.E).
   NOTE: Before confirming delete, click on Add Note box and type: Add on.

H. Expired Racks:

1. To discard an expired rack: Under the menu option Rack, choose Manage.
2. Select the container.

3. Click on the rack(s) that need to be discarded. All expired racks are highlighted in red.
4. Choose delete rack.
5. Click Yes to confirm all racks are being discarded
6. Discard specimens from rack and place rack to be reused

I. General Guidelines

1. Be sure to change password from default
   (a) Login (with old password)
   (b) Options
   (c) Change Password
   (d) Enter old and new password
2. Do not save empty specimen tubes.
3. If the sample has been removed (discarded), it may be on the analyzer or completed and not yet entered into Tube.Tracker ®.
4. Close Rack and Save Rack are the same function.
5. Remember to log out when finished.
6. See Appendix 1 for each laboratory's specimen rack type, storage location, and duration of retainment.

J. Computer Downtime

In the event that the TubeTracker computer is down the following two backup procedures are to be used:

1. Primary procedure

   a. Primary backup site address:

      At the computer address enter http://backup.tubetracker.com. Do not enter www before the address. Proceed then to login and continue as per procedure.

   b. Secondary backup site address:

      At the computer address enter http://tubetracker.mcproduce.com/login.asp. Do not enter www before the address. Proceed then to login and continue as per procedure.

2. Secondary procedure

   a. If the above procedure is unavailable, label the general rack tubes and store the general tubes in their assigned slots. Once the system is back up scan the specimens into the tube.tracker® system.

K. Adding A User

a. New employees who will use the system must have an account added by an Administrator must.
b. Administrator should log in and click on Admin should Log-in ->Maintenance -> Users->Add Account->Level: Normal User.

c. Use default Password (name of lab department i.e. Hematology), Enter First Name, Last name (Use 1st intitial) of new employee> Department.
d. Have new lab personnel login using the user name, and defaulted password given by the admin, and follow the instruction below.
e. CREATE PERMANENT PASSWORD:
    - Login
    - Options
    - Change password
    - Enter Hematology (old password)
    - Enter new password twice

III. HISTORY:

A-1 This procedure was compiled and revised into a departmental procedure by Jennifer Trick and Brandon Tenney, June 2012.

IV. Appendix 1

Laboratory	Specimen	Location	Duration of retainment
Central Processing	General Tube Racks	Chemistry 5th floor/walk-in refrigerator #1	7 days
Central Processing	CSF (unspun) Racks	Chemistry 5th floor/walk-in refrigerator #1	7 days
Central Processing	Clot (primary tube) Racks	Chemistry 5th floor/walk-in refrigerator #1	7 days
Central Processing	Urine (sample cup) Racks	Chemistry 5th floor/walk-in refrigerator #1	7 days
Chemistry	Urine (collection) Racks	Chemistry 4th floor/walk-in freezer #1	14 days
Hematology	EDTA Tube Racks	Hematology refrigerator	7 days
Hematology	Coagulation Tube Racks	Coagualtion refrigerator	2 days
Immunology	IMM Freezer Racks	Immunology/specimen processing freezer	~ 6 weeks
Immunology	IMM Refrigerator Racks	Immunology/walk-in refrigerator	~ 2 weeks
Immunology	IMM ImmunoCap Racks	Immunology/freezer #2 near instrument	~ 4 weeks
Shoreline Medical Center	Primary Tube Racks	SMC Chemistry refrigerator	*5 days
Shoreline Medical Center	Primary Tube Racks -EDTA	SMC Hematology refrigerator	*5 days
Smilow Satellite Laboratory	Primary Tube Racks	Smilow refrigerator	7 days
Virology	Original specimens	PS 619/-70 freezer #1	~ 4 months
Virology	Original specimens	PS 619/-70 freezer #2	~ 4 months
Virology	Original specimens	PS 619/-20 serology freezer	~ 4 months
Virology	Original specimens	PS 612/-70 freezer (new)	~ 4 months
Virology	Original specimens	PS 612/-70 freezer (old)	~ 4 months

*Shoreline duration of retainment is 3 days if storage space becomes and issue.

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Signature Approval for Annual Review
Name: Tube Tracker

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Name (Print)	Title	Signature	Date of Review	Revision Page and Section # (Use Procedure Review Log to document staff review)	Issue Date for Training if Applicable	Effective Date for Use
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