

University of California, Davis  
Health System, Sacramento  
Department of Pathology and Laboratory Medicine

*SPECIMENS RECEIVED AFTER HOURS*

Administrative Procedure 545.D

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**PURPOSE:**

To provide a method for handling specimens received after the technical section performing the requested test or procedure has closed.

This procedure will be instituted for the departments listed below during the hours specified.

**PROCEDURE:**

Specimen and Report Center HCLA's and CPT's Responsibilities:

- A. **Cytology** (Weekdays 9:00 p.m. to 8:00 a.m.; weekends - all day and night).
1. **Body fluid specimens (ie. peritoneal, paracentesis, pleural, CSF, and ascites) must be checked and approved by Hematology before storage in the SESP Front End refrigerator.**
  2. All specimens not on slides in alcohol are to be put in the SESP Front End refrigerator.
  3. Cytology specimens are delivered directly to pathology building daily from 8:00 am to 9:00 pm. After 9:00 pm Cytology specimens should be placed altogether in defined cytology courier bag so specimens can be delivered to pathology billing. **These specimens will then be delivered to Cytology on the next morning delivery at 6:00 am by the laboratory staff on nightshift.**
- B. **Tissue Laboratory** (weekdays 9:00 p.m. to 8:00 a.m.; weekends - all day and night)
1. **Notify resident on-call regarding handling of fresh tissue and stat specimens. It may require formalin.**
  2. Group and place all tissue specimens that are in formalin containers into a large red biohazard durable plastic bag, tightened with a double knot plastic bag, and attach a Grossing Room sticker label onto the bag. **Label must be initialed by checker and with date and time written on the label.** Then, place bagged specimens into the SESP Front End refrigerator.
  3. Laboratory personnel may pick up all specimens in the early am of the next day or the specimens will be delivered at 8:00 am by the laboratory courier.

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- C. **Microbiology** - Refer to Micro Section Procedure Manual.
1. Micro closes at 1230 AM seven (7) days a week. Micro opens each morning at 0600 seven days a week.
    - a. **Specimens for STAT gram stains should be delivered to the SESP laboratory room 2P340 - Hematology section after 2300 seven (7) days a week.**
    - b. All other specimens after 11:45 pm are stored at SESP laboratory room 2P340 for delivery to the STC at 06:00 am
- D. **Bone Marrow** - Refer to Bone Marrow Section of Procedure Manual.
- E. **Molecular and Cytogenetic Specimens to the STC**  
Send specimens for Molecular testing and Cytogenetic testing to the STC Monday through Sunday 6:00 am – 11:30 pm. Place all specimens in the Molecular and Cytogenetic room temperature box at the STC receiving area.

**EXCEPTIONS:**

**HIV viral load specimens, HCV viral load specimens, HCV genotype specimens and HCV qualitative specimens are to be placed directly on the Chemistry automation inlet line for processing before being delivered to Molecular/Cytogenetics.**

Collection: EDTA  
Storage: Frozen 20 ° C  
STC delivery: 1<sup>st</sup> delivery each day MONDAY – FRIDAY.

**Urine Specimens for Chlamydia/GC testing:**

Collection: Urine Cup  
Process: Transfer urine to within fill lines on Aptima urine transport tube.  
Storage: Room Temp  
STC delivery: 1<sup>st</sup> delivery each day MONDAY – FRIDAY.

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**PROCEDURE HISTORY**

Date	Written Revised By	Revision	Approved Date	Approved By
10/87	G. Cooper	New	10/87	M. Gardner
10/94	C. Cooper	Revised	10/94	R. Cardiff
10/96	C. White	Revised	10/96	E. Larkin
10/99	M. Mananquil	Revised	10/99	E. Larkin
10/00	S. Garner	Revised	10/00	E. Larkin
10/01	S. Garner	Reviewed	11/01	E. Larkin
10/02	D. Wright	Revised	10/02	E. Larkin
10/03	S. Garner	Reviewed	10/03	E. Larkin
10/04	S. Garner	Revised	11/04	E. Larkin
10/05	T. Roscovich	Reviewed	10/05	E. Larkin
09/06	T. Roscovich	Revised	9/06	E. Larkin
09/07	T. Roscovice	Reviewed	9/07	R. Green
7/08	C. White	Revised	7/08	R. Green
7/09	C. White	Reviewed	7/09	L. Howell
11/09	C. White	Reviewed	11/09	L. Howell
10/10	C. White	Revised	10/10	L. Howell
09/11	S. Paul	Revised	09/11	L. Howell
08/14	A. Castaneda	Revised	09/14	