**SARC Batch out Bench**

**Location and Workflow Change**

The SARC batch out bench was moved to the old triage area closer to where the coolers are located for packaging and delivery to STC/Path. Moving the bench is a result of LEAN. The changes made will hopefully result in less misrouted specimens, more efficient workflow and standardization of the bench.

The bench has been color coded as follows:

**CHEM 1 line outlet specimens/Processing specimens.**

The **ORANGE** area is designated for drop off specimens from the chemistry line outlet and specimens coming from processing. These specimens are handled the same as in the old workflow in the old batch out area.

**HGB A1C’s and TOX refrigerated**

The **PURPLE** area is a split area and is designated for the drop off of:

HGB AIC’s for delivery to CHEM2; **Example: SC\_SC.R**

**AND**

Refrigerated TOX specimens; **Example: TX\_TX. R**

We have added specimen racks which are to be used to rack the A1C’s waiting to be batched out as they are delivered from the pneumatic tubes or data entry. Outpatient patient AIC’s should be racked in the designated rack prior to being brought to the batch out bench.

We have added a 36 hole specimen box to the refrigerated TOX area which is to be used to rack all TOX refrigerated specimens being delivered from inpatient and outpatient. There should be a TOX refrigerated labeled 36 hole box in this area at all times.

**\*\*\*\*NOTE:** The AIC’s are now batched out in these specimen racks, not in the 9 or 36 hole white boxes as in the past. The specimen racks do not need to be para filmed, just put the rack in a bio hazard bag with an absorbent and send to CHEM2 refrigerated as usual.

**Cytology and Pathology.**

The **WHITE** area contains a white bucket. This area is designated for the drop off of specimens to be batched out to Cytology and Pathology. **Example: AP\_AP. R**

**All Other Room Temp.**

The **RED** area contains a red bucket. This area is designated for the drop off of ALL specimens (other than micro) to be batched out as room temp. **Example: MP\_MP. T, I\_I. T,**

**ALL Other Ice.**

The **BLUE** area contains a blue bucket. This area is designated for the drop off of ALL specimens (other than micro) to be batched out on ice/refrigerated. **Example: MP\_MP. R, TX\_TX. R, I\_I. R**

**MICRO Ice.**

The **GREEN** area contains a green bucket. This area is designated for the drop off of all specimens to be batched out to microbiology on ice/refrigerated. **Example: MIC\_MIC.R**

**MICRO Room Temp.**

The **YELLOW** area contains a yellow bucket. This area is designated for the drop off of all specimens to be batched out to microbiology at room temperature. **Example: MIC\_MIC.T**

**Quantiferon**.

The **BLACK** area contains a purple bucket. This area is designated for the drop off of all quantiferon specimens. These specimens should be delivered consistently throughout the day at room temperature.

In addition to the color specific areas there is a small clear bucket located to the right of the computer and phone designated for drop off of OR Subgroup specimens to be delivered to the 3rd floor. These specimens should be checked and delivered frequently. (There is no change with this)

The green basket for bone marrows is also located to the right of the computer and phone next to the clear bucket for OR Subgroups. (There is no change with this)

What is new?

* There is a now a MICRO ice bucket. (the old bench combined all ice specimens including micro)
* A1C’s are racked separately and in designated A1C racks.
* A 36 hole specimen box has been added to rack all TOX refrigerated specimens and should be available in this section at all times.
* The colored buckets should NOT be removed from their designated spot. “Batching buckets” have been placed on the upper shelf for specimens to be placed into and moved closer to the computer for batching the specimens and placing into the bio-hazard bags or boxes.