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COL.JA.014.r00 Beginning and End of Day

BEGINNING OF DAY COLLECTOR PROCESSES

At the beginning of the Collector shift, the following should occur:

- ✓ Wiping down workstation, keyboard and work areas with disinfectant wipe
- ✓ Wipe down draw chair and/or other patient used surfaces
- ✓ Record temperatures of any refrigerators and freezers
- ✓ Ensure all specimen collection devices are orderly and ready for use
- ✓ Make sure work area is tidy and free of food, drink and other clutter

END OF DAY COLLECTOR PROCESSES

At the end of the Collector shift, the following should occur:

- ✓ Wiping down workstation, keyboard and work areas with disinfectant wipe
- ✓ Wipe down draw chair and/or other patient used surfaces
- ✓ Ensure all specimens have been placed in the appropriate locations for pickup by courier
- ✓ Make sure work area is tidy and free of food, drink and other clutter

Reviewed and approved by: _____