



**KAISER PERMANENTE<sup>®</sup>**  
**COLORADO LABORATORY**

## Pneumatic Tube System

### **PRINCIPLE**

The pneumatic tube system is used to transport laboratory specimens, small supplies and other materials, at the 20<sup>th</sup> Avenue Medical Center between the Franklin Medical Center Laboratory (Basement and 1<sup>st</sup> Floor) and the Skyline Medical Office Laboratory. Additional use is between the Rock Creek Laboratory and Good Samaritan Medical Center, and within the Rock Creek Medical Office. Personnel must follow infection control policies to prevent contamination of the Swislog Translogic System. Infection control policies for handling leakage and clean up of the system provides for the protection of patients and employees.

### **SCOPE**

Laboratory staff operating the pneumatic tube system.

### **SPECIMEN REQUIREMENTS**

None

### **EQUIPMENT AND MATERIALS**

Pneumatic Tubes and Pads

### **REAGENTS**

None

### **CALIBRATION**

None

### **QUALITY CONTROL**

None

### **PROCEDURE**

A. Transporting Specimens:

Written: R. DelRosario 4/08

Revised: R. DelRosario 4/12

1. Universal precautions must be used when handling blood or other body fluid specimens sent or received through the system.
2. All specimens are to be placed in biohazard "Ziploc type" bags and secured using pads within the tube to prevent breakage of the specimen container.
3. Specimen container lids must be secured before the container is transported through the system.
4. Requisition forms/labels, should be placed in the separate compartment of the biohazard bag from the specimen, to prevent contamination.
5. Body fluid specimens (i.e. CSF, Synovial, pleural, etc.), blood cultures, and cancer treatment agents are not to be transported through the system.
6. Items weighing more than one liter should not be transported through the system (i.e. IV bags).
7. It is acceptable to send urine specimens through the system providing the following criteria are met:
  - a. Container lid must be properly secured (screwed on tightly with the threads properly aligned).
  - b. Specimen placed in biohazard bag with "ziplock" securely engaged.
8. Do not insert any body part in the pneumatic tube when the system is on.
9. For emergency shutdown of the pneumatic tube system:
  - a. At the 20<sup>th</sup> Avenue Medical Center call/page the KP Franklin Maintenance Department: **303-203-1213**.
  - b. At Rock Creek call the Good Samaritan Facilities Management Department: **303-689-6060**.

B. Cleanup:

1. In the event of a spill within the system:
  - a. At the 20<sup>th</sup> Avenue Medical Center call/page the KP Franklin Maintenance Department: **303-203-1213**.
  - b. At Rock Creek call the Good Samaritan Facilities Management Department: **303-689-6060**.
  - c. Engineering/Maintenance personnel will assess the spill and shut down the system in the area affected and will proceed with appropriate cleanup procedures.
2. For spills outside the system:
  - a. Follow laboratory spill containment and cleanup policy.

## REPORTING RESULTS

None

## REFERENCE RANGES

None

## LIMITATIONS OF THE PROCEDURE

Written: R. DelRosario 4/08  
Revised: R. DelRosario 4/12

None

## **REFERENCES**

Exempla Healthcare, Environmental Health Manual, Pneumatic Tube Delivery System Policy, 3/25/11

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