

PHLEB 8 General Phlebotomy Area Procedures

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Periodic review	Designated Reviewer	2/4/2026	1.0	<i>Brian Webber</i> Brian Webber	
Periodic review	Designated Reviewer	2/6/2024	1.0	<i>Ruth J. Simmons MS, MLS (ASCP)</i> Ruth Simmons	
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Version History

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1.0	Approved and Current	First version in Document Control	12/29/2021	4/15/2020	Indefinite



GENERAL PHLEBOTOMY AREA PROCEDURES

1.0 PURPOSE

This procedure provides instructions for general phlebotomy area duties including cleaning of the phlebotomy chairs, checking and cleaning phlebotomy trays, and general work area.

2.0 CLEANING PHLEBOTOMY CHAIR

2.1 Frequency

- 2.1.1 Phlebotomy chairs should be cleaned between each patient with PDI Super Sani-Cloth Germicidal Disposable Wipes
- 2.1.2 Phlebotomy chairs should also be cleaned when visibly soiled or known to be contaminated

2.2 Procedure

- 2.2.1 Sanitize hands, then put on gloves before removing a wipe from the canister
- 2.2.2 Unfold the wipe and thoroughly wet surface
- 2.2.3 Allow treated surface to remain wet for two (2) minutes. (This is the “wet time”)
- 2.2.4 Let air dry.
- 2.2.5 For heavily soiled surfaces, use a wipe to pre-clean and then use another wipe to disinfect
- 2.2.6 Dispose of used wipes and gloves and sanitize hands when finished

3.0 CLEANING WORK AREA

- 3.1 Phlebotomy work area should be cleaned daily, ideally at the end of the day
- 3.2 Clean surfaces using Super Sani-Cloth Germicidal Disposable Wipes

4.0 PHLEBOTOMY TRAY AND SUPPLIES

- 4.1 Check phlebotomy tray and other supplies for expired supplies
 - 4.1.1 If supplies are expired, properly dispose of them
- 4.2 Clean phlebotomy tray and cart on a regular basis
 - 4.2.1 Daily: spot clean the tray with wipes
 - 4.2.2 Monthly (at minimum): remove all supplies and disinfect phlebotomy tray

5.0 REFERENCES AND ADDITIONAL RESOURCES

- 5.1 PDI Super Sani-Cloth Germicidal Canister Directions
- 5.2 Phlebotomy Today Stat. Survey Says: Phlebotomy Tray Practices. November 2014
<https://www.phlebotomy.com/pt-stat/stat1114.html>