1.0 Purpose

1.1 To outline the process for distribution of body fluids and bronchoscopy specimens between sections of the Clinical Laboratory.

1.2 Specimen handling and distribution is determined by specimen type, specimen volume, and time received in the laboratory.

1.3 Post analysis specimen storage is centrally located in the refrigerator designated for fluid saves in room 2619.

1.3.1 All excess irretrievable specimens are saved in bins according to the date received.

1.3.2 Samples are saved for one month from the time of receipt.

2.0 Sample

2.1 Body fluids

2.1.1 Ascitic/Peritoneal
2.1.2 CSF
2.1.3 Pericardial
2.1.4 Pleural/Thoracentesis
2.1.5 Sputum (See Procedural note 7.1)
2.1.6 Synovial
2.1.7 Body fluid NOS

2.2 Bronchoscopy specimens

2.2.1 Bronchial alveolar lavage
2.2.2 Bronchial aspirate
2.2.3 Bronchial brushing
2.2.4 Bronchial washing
2.2.5 Transbronchial biopsy
2.2.6 Transbronchial needle aspirate (TBNA)

3.0 Materials

Reagents	Supplies	Equipment
Section specific	Sterile cups/tubes	Centrifuges
	Test tubes (various types)	Biosafety hoods
	Gloves	Test tube racks
	Fluid distribution labels	Computers and label printers

4.0 Quality Control

4.1 Only Medical Technologists will accept, distribute and process fluid specimens received in the laboratory.

4.2 Multiple specimens, of different types or from different sites for the same patient, should be sent to the lab in separate biohazard bags.

4.3 Small volume specimens with multiple orders are checked for adequate volume before testing is begun.

4.3.1 Call the ordering clinician when there is insufficient volume to perform all of the ordered tests.

4.3.2 Ask the clinician to prioritize test requests and mark the preference order on the distribution label.

5.0 Definitions

5.1 Large volume - ≥ 20 mls fluid and/or multiple tube specimens
5.2 Small volume - < 20 mls fluid and/or single container specimens

6.0 Procedure

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>6.1</td><td>Orders must be entered before the specimen(s) is brought to the lab.
If there are no orders in Vista/CPRS, contact the clinician and request he/she enter orders for the specimen(s).
Hold the specimens until orders are entered.</td></tr>
<tr><td>6.2</td><td>Accept the specimen in the lab by entering the order number into the computer.</td></tr>
<tr><td>6.3</td><td>Complete a body fluid distribution label and attach to the specimen bag.
Enter the date and time received, your initials and the order number.</td></tr>
<tr><td>6.4</td><td>Check for cytology/histology orders by entering ^RO at any technologist menu.</td></tr>
<tr><td>6.5</td><td>Circle the “Yes/No” areas on the label for Chemistry/Hematology, Cytology/Histology and Microbiology</td></tr>
<tr><td>6.6</td><td>Date and initial the label as the specimen is distributed to each area.</td></tr>
<tr><td>6.7</td><td>The sample should travel to cytology even when there are no orders seen.</td></tr>
<tr><td>6.8</td><td>Each section should perform an order “double check” before using the entire specimen for processing or placing the excess specimen in the central storage area.</td></tr>
<tr><td>6.9</td><td>Handle specimens as follows according to the day and shift received.
<table>
<tr><th>If</th><th>Then</th></tr>
<tr><td>Weekdays – first shift

Large volume</td><td>Deliver/process specimen as follows:
Chemistry/Heme
Send outs
Cytology
Microbiology</td></tr>
<tr><td>Weekdays - first shift

Small volume</td><td>Compare volume with tests ordered
Call clinician if necessary to set priorities
Indicate priorities on label and distribute accordingly.
If micro and cyto are ordered, give fluid to cytology first
Cytology will pass specimen on to microbiology</td></tr>
<tr><td>Weekdays – second & third shift

Weekends - all shifts

Large volume</td><td>Take off enough specimen for chemistry, heme and send out tests

Set up bacterial and fungal cultures

If AFB ordered – split the remaining specimen.</td></tr>
</table>
</td></tr>
</table>

		• Label a urine cup or 50 ml conical tube with a TB accession label and pour half of the specimen into the container or attach a label to one of the collection containers. • Write "SPLIT" on the cover/label. • Place in the micro refrigerator. Save the original collection container for cytology. • Place in the cyto basket in the walk-in refrigerator or the morgue cooler
	Weekdays – second & third shift **Weekends - all shifts** *Small volume*	Compare volume with tests ordered • Call clinician if necessary to set priorities • Indicate priorities on label and distribute accordingly. If micro and cyto orders • Set up micro cultures first • If AFB and cyto ordered, split remainder of specimen (as in large volume above) • Place one container in the micro refrigerator and one in the walk-in refrigerator or morgue cooler.
6.10	Save all excess <u>irretrievable</u> fluid(s) in the designated refrigerator/bin in room 2619.	

7.0 Procedural Notes

7.1 Sputum specimens for bacterial <u>and</u> fungal/AFB culture

7.1.1 The processing technologist checks for cytology orders and circles the yes/no area on the fluid label.

7.1.2 He/she delivers the specimen to micro for processing.

7.1.3 The microbiology technologist is responsible for performing the "double check" for cytology orders before setting up the specimen.

7.1.4 Microbiology sets up all sputum specimens <u>with multiple cultures (i.e. bacterial, fungal, AFB)</u> received on first shift.

7.1.5 Second and third shift technologists set up bacterial cultures and forward the specimen to microbiology for further testing.

7.2 Small volume specimens <u>with</u> cytology orders

7.2.1 If cytology orders are canceled due to insufficient volume;

7.2.1.1 Document date, time and name of person canceling orders on the label.

7.2.1.2 Give the information to the cytology technologist who documents this information in the cytology log.

8.0 References and Related Documents

8.1 OSOP-AP-695-034 Body fluid and Bronchoscopy Specimens Flowchart