



## TECHNICAL PROCEDURE

<b>TITLE: TRANSPORTATION OF LABORATORY SPECIMENS</b>					
<b>PROCEDURE NUMBER: SC012.4</b>					
<b>PERFORMING SITE(S)</b>	X System Wide	<input type="checkbox"/> UCMC	<input type="checkbox"/> WCH	<input type="checkbox"/> TDC	<input type="checkbox"/> Pathology
EFFECTIVE DATE: 2/10/2013	SUPERSEDES: 11/1/2012		RETIRED DATE:		
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MEDICAL DIRECTOR: signature on file				DATE: on file	
ANNUAL REVIEW (SIGNATURE/DATE):					

REVISION HISTORY		
VERSION	DATE	SUMMARY OF CHANGES
1	7/01/10	Updated types of specimens that cannot be placed in the pneumatic tube system. Addition of UC Health Logo. Removed references to non UC Health laboratories.
2	10/25/10	Designation of different colored pneumatic tubes in the laboratory.
3	11/1/12	Changed to UC Health Lab logo. Associate review not required.
4	2/15/13	Clarification on Pneumatic Tube usage.

**I. Purpose:**

All laboratory specimens are to be transported in a sealed biohazard bag which serves as the secondary container. This is to reduce associate and patient exposure to potentially infectious blood and body fluids and to ensure hospital compliance with CDC and OSHA guidelines for specimen transportation.

**II. Materials Equipment & Transport Mechanisms:**

1. Biohazard bags with outside pocket
2. Bucket or container with lid
3. Pneumatic tube system
4. Hand delivered/Manual
5. Plastic carrier
6. Ice
7. Dry ice

**III. Procedure:****A. Hand Delivered Specimens**

1. Prepare the specimen appropriately.
2. Insert the properly labeled specimen into the biohazard bag and seal closed.
3. If a requisition is accompanying the specimen, insert the laboratory requisition into the outside pocket. The specimen and requisition should not be placed together as the requisition is not considered biohazardous.
4. When computerized labels are used to label specimens, insert properly labeled specimen into biohazard bag and seal it closed. Extra labels can be placed into the outside pocket.
5. Odd sized or large specimens should be placed in a jumbo zip lock bag or into a non-leaking container with a lid. To prevent contamination of the test requisition, attach it to the outside of the secondary container.
6. A large batch of specimens may be transported in a sealed cooler, container or rack labeled "biohazard bloods & body fluids." This may occur with surgical specimens, or courier drop-offs.
7. Certain specimens that are contraindicated for transport via the pneumatic tube system must be manually transported to the laboratory and are defined later in the policy.
8. Specimens being transported to a reference lab by UCMC, must be accompanied by a transport list. Stat, frozen, refrigerated and/or room temperature specimens must be placed on individual transit lists.

9. Specimens are placed into the appropriate temperature holding receptacles e.g. freezer, refrigerator, ambient, awaiting courier pick-up for delivery to its destination lab.
10. When the courier arrives for specimen pick-up, specimens are placed into their appropriate transport container. (Cooler with ice packs, dry ice, or plastic container for room temperature specimens.)

#### **B. Pneumatic Tube System Delivered Specimens**

Refer to Hospital Policy *Pneumatic Tube System* for detailed information.

1. Laboratory specimens **NOT** approved for transport
  - 24 hour urine jugs
  - Formalin and /or alcohol preserved specimens
  - Empty blood bags
  - Blood bags with IV sets and IV solutions that have been implicated in a possible transfusion reaction
  - Syringe aliquots for infant transfusions
  - Body fluids in large containers (i.e. paracentesis, peritoneal, pleural, thoracentesis)
  - Platelet Function study specimens (TEG)
  - Creutzfeldt-Jakob Disease(CJD)-suspect pathology specimens
  - Dry Ice packaged specimens
2. Items to be sent through the system must be inserted into a system carrier.
  - To prevent spillage or breakage
    - Package the product adequately and immobilize content
    - Use leak tight container and tighten securely.
  - Any colored carrier (orange, clear, red) can be used to transport approved materials in the pneumatic tube station.
  - Do not keep excess carriers at tube stations as this prevents other users from having access to carriers when needed.
  - Return empty carriers to the system by using EMPTY SEND procedure as indicated in Addendum A.

#### **IV. References:**

1. CLSI, M29-A3, Protection of Laboratory Workers From Occupationally Acquired Infections, 2005.
2. Swisslog Infection Control Procedure for the Transport of Specimens in a Swisslog Pneumatic Tube System, September 2007.
3. <https://hcssupport.swisslognorthamerica.com>, 2013