Section 2	Sample Management Procedures	09/01/12 - Effective
Subject Topic 2.02	Specimen Receiving / Transportation Transportation of Inpatient Samples to HVL	

Transportation of Inpatient Samples to HVL

Audience

Inpatient and ED personnel, Sample Management personnel and all High Volume Laboratory (HVL) personnel.

Purpose

Guidelines for packaging and transportation of specimens from on-campus units.

Policy

All specimens submitted to Pathology Clinical Services for testing must be appropriately packaged and stored for transportation to insure sample integrity of patient specimens from the time of collection until testing is completed and the result reported.

Procedure

Inpatient/ ED Personnel

All Inpatient/ ED personnel must place properly labeled chemistry/ hematology samples into a red biohazard bag. Bag must be sent to the lab using the 4 or 6 inch tube system.

Chemistry/ hematology samples must be hand-delivered to the lab's Sample Management window on the 5th floor of McCullough when the pneumatic tube system is down and/or if the sample(s) have not been approved for transport through the pneumatic tube system.*

*Items that have not been approved for transport through the pneumatic tube system are the following:

- 24 hour urine
- Formalin and/or alcohol preserved specimens
- Transfusion blood products
- Empty blood bags
- Blood bags, IV sets, IV implicated in a possible transfusion reaction
- Blood culture bottles
- Blood components
- Sharps
- Screw top containers for transport of fluid samples
- Contaminated supplies
- Blood Gases
- Specimens requiring ice transport
- Stool specimens
- CSF fluids

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Sample Management Personnel

1. Sample Management will receive the Inpatient and ED samples in either the 4 or 6 inch carriers via the pneumatic tube system.
2. Sample Management staff will remove the samples from the pneumatic tube and ensure that all specimens received adhere to preanalytical requirements (refer to LSG).

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DIVISION OF SAMPLE MANAGEMENT PATHOLOGY CLINICAL SERVICES

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Subject	**Specimen Receiving / Transportation**	
Topic 2.02	**Transportation of Inpatient Samples to HVL**	

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