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Lab Specimen Collection Manual – Sending Specimens to Lab

Sending Specimens to the Lab

1. Lab specimens must be placed in a sealed Biohazard Zip-Loc Transport Bag.
2. Only "one" patient's samples per Transport Bag (do not send multiple patients in an individual Transport Bag).
3. Specimens considered as Irretrievable samples should not be tubed to the Lab, but should be hand-delivered (example: CSF, Fluids, Bone Marrows).
4. Do not send syringe w/needle, sharps, through the Tube station.
5. Special Coagulation tests (ex. Plavix, Platelet Function) should be hand-delivered (do not send through tube station). Contact Hematology/Coag Dept for questions.
6. If it appears that a sample has been tubed to the wrong location (i.e. Lab did not receive it), then either lab or floor may contact Engineering Services to help track the tube station usage between floors, and possibly find the missing sample.
7. Blood Culture Bottles are placed in a sealed biohazard transport bag & sent through tube station or manually delivered to lab.
8. Potentially Infectious materials are sent in well-constructed containers with lids to prevent leakage during transport. If unsure about sending a specimen, contact Lab or hand-deliver to Lab.

All Revision Dates

2/8/2023, 1/14/2020

Approval Signatures

Step Description

Approver

Date

Raford Rogers: MD

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