



TITLE: **LAB SPECIMEN COLLECTION INSTRUCTIONS – Sending Specimens to Lab**

EFFECTIVE DATE: 06/26/19

PERFORMED BY: Resource for Specimen Collections

MANUAL: Specimen Collection Manual

FORMULATED BY: Lab Phlebotomy Supervisor

### **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 sent via translogic tube station to the Lab, but should be hand-delivered (ie. CSF, Fluids, Bone Marrows...Etc.). Refer to Hospital Policy.
4. Do not send a syringes w/needle or 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 (ie. Lab did not receive it), then either lab or floor may contact Engineering Services to help track the tube station usage between floors, in effort to locate the missing sample.
7. Phlebotomists will deliver / walk the Blood Cultures down. Do not send Blood Culture bottles through Tube Station. Only “designated areas” are allowed to send blood cultures through tube station using protective BC bottle transporters placed inside a sealed large biohazard bag. Refer to Blood Culture Collection Instructions.

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<b>Document Approver:</b>	Laboratory Medical Director
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<b>Revision Dates:</b>	10/14/10 phlebotomists bring BC to lab. Designated floors tube BC to Lab in purple containers & sealed bio bag. 08/25/15 Removed this table at end of procedure. Updated effective date in header. 11/08/16 Piedmont Header, 12/14/18 corrected typo, updated header. 12/26/18 added table at end of procedure. 6/26/19 updated wording/BC transporters.
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