

INSTRUCTIONS

Specimen Preparation & Storage for Courier Pick-up

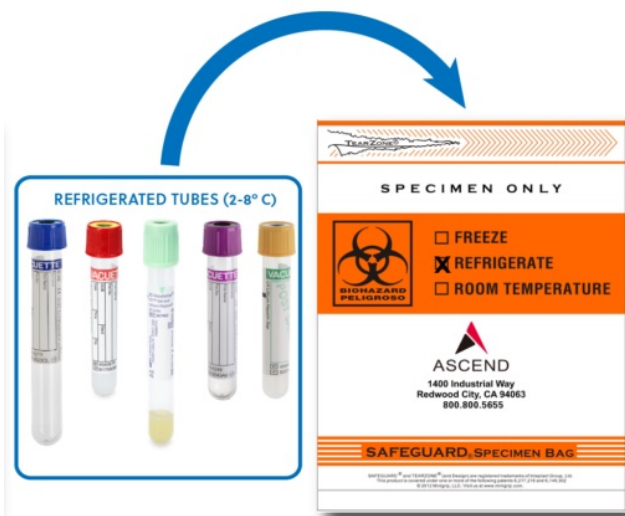
Laboratory specimens must be stored and transported at proper temperatures in order to preserve the viability and integrity of the specimen. A Courier Shipping Log is required to track specimen preparation and pick-up. This procedure does not cover the requirements for packing, labeling, and documenting of biological materials for commercial carriers (e.g., UPS, Fed-Ex)

SPECIMEN TRANSPORT TEMPERATURE REQUIREMENTS

Consult the Ascend Specimen Handling Posters for proper transport temperature of each specimen.

REFRIGERATED SPECIMENS

- After collection and processing, place specimens in a biohazard specimen bag.
- Mark biohazard specimen bag as Refrigerated and note your clinic acronym.
- Store samples in a refrigerator that is 35-46°F (2-8°C) until it is time to place specimens in the lock box.



LOCK BOX – REFRIGERATED SPECIMENS PLACEMENT



Step 1: Place ice pack on the bottom of lockbox.



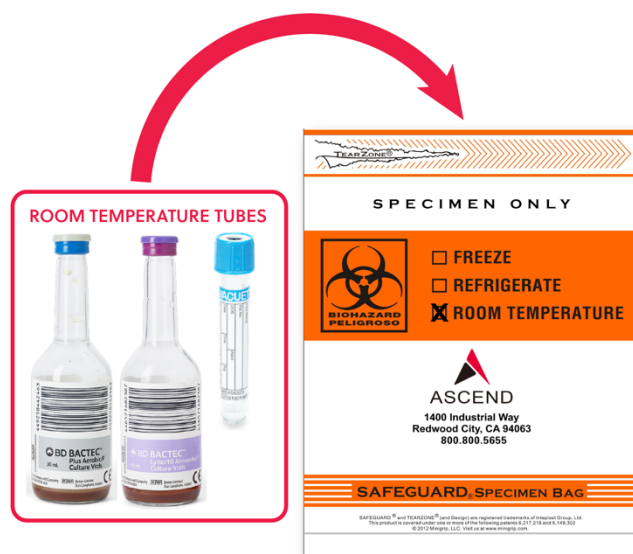
Step 2: Place foam layer on top of ice pack, then place sealed refrigerated biohazard bags.



Step 3: Place 2nd foam layer on top of sealed refrigerated biohazard bags followed by 2nd ice pack.

ROOM TEMPERATURE SPECIMENS

- After collection and processing, place specimens in a biohazard specimen bag.
- Mark biohazard specimen bag as Room Temperature and note your clinic acronym.
- Store sample on a counter or shelf where the temperature is 68-77°F (20-25°C) until it is time to place specimens in the lockbox



LOCK BOX – ROOM TEMPERATURE SPECIMENS PLACEMENT



NOTE: If there are refrigerated samples in the lock box, place room temp biohazard bags to the side of the refrigerated specimens, not in direct contact with the ice packs.

SHIPPING LOG REQUIREMENTS

- Clinic staff will record number of refrigerated and room temperature biohazard specimen bags to be picked up by courier.
- Clinic staff will complete log even if there are no specimens to be picked up; Clinic staff will note "0" in respective columns.
- When courier arrives to pick up specimens, the courier will report to charge nurse or designee to complete the shipping log and pick up specimens.
- The charge nurse or designee will verify number of specimen bags picked up by courier.
- Courier will complete log even if there are no specimens to be picked up; Courier will note "0" in respective columns.
- If the specimens must be placed in the lockbox, the completed courier shipping log will be placed inside the lock box clearly visible on the top to be completed by courier.
- If the specimens were placed in the lockbox, Clinic staff will retrieve courier shipping log in the morning to verify pick up

COURIER RESPONSIBILITIES

- Courier will report to charge nurse or designee to complete the shipping log and pick up specimens
- Courier will record number of refrigerated and room temperature biohazard specimen bags to be picked up
- Courier will complete log even if there are no specimens to be picked up; Courier will note "0" in respective columns
- Courier will alert clinic staff if specimen bags do not indicate Refrigerated or Room Temperature
- If the specimens are picked up in the lockbox, Courier will note number of biohazard specimen bags as "Unmarked"
- Courier will check lockbox even if pick up occurs during clinic hours

ASCEND CLINICAL RESPONSIBILITIES

- Provide clinic a Courier Shipping Log
- Verify clinic has lockbox if specimens are to be picked up after clinic operating hours
- Provide training to clinic staff on guidelines for specimen preparation and storage for courier pick up and Courier Shipping Log requirements
- Track and communicate packaging errors
- Provide additional web training as requested by clinic

SHIPPING LOG



CLINIC: _____

[illegible]