

Title: Sample Transport Policy for Wards

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Table of contents

1	Summary of revisions	1
2	Purpose	1
3	Policy Statement	1
4	Procedure	2
4.1	ICE ORDERCOMMS requests	2
4.2	Blood Transfusion.....	2
4.3	Cellular Pathology.....	2
5	Specimen Transportation	2
6	Cellular Pathology Specimen Transportation.....	3
7	Transportation of Liquid Based Cytology Samples	3
8	Transportation of Bone Marrow samples and Bone Marrow slides	3
9	Spillages.....	4
10	Reporting Incidents	4
11	References	4

1 Summary of revisions

Version	Summary of change
1.15	Removal of A/E as a location that requires red ICE bags. Addition of Blood Gas to samples which should not be sent via chute system. Recommendation to check website for specific transport requirements added.
2.0	Updated section on reporting incidents
2.1	Updated Ammonia requests not to be delivered via chute Updated to include spillage section

2 Purpose

The aim of this policy is to ensure that pathology specimens are collected and transported to the laboratory from wards and departments facilitating good quality samples and adequate safety for the staff involved.

3 Policy Statement

Pathology specimens are potentially infectious and hazardous. Care must be taken to minimise the risks to staff when transporting specimens in the Air Tube chute system or in metal transport boxes. The collection and transportation of samples are critical factors affecting the quality of results.

4 Procedure

4.1 ICE ORDERCOMMS requests

All samples must be placed in the correct plastic pocket. Remove the brown self adhesive tape to reveal glued area, fold along perforations to ensure glued area attaches to plastic ensuring adequate seal.

Remove second brown self adhesive tape and attach the plastic pocket to the top section of the ICE ORDERCOMMS request form stationery.

- Green plastic pocket is for Chemistry and Haematology specimens (Marked Blood Sciences specimens only)
- Yellow plastic pocket is for Microbiology specimens (Marked Microbiology specimens only)
- Red bags are used to identify samples from specific areas that require a quick turnaround. Currently red bags are used by;
 - Surgical Decision Area
 - AMU Chaired area
 - Haematology/Coagulation clinics
 - Phlebotomy urgent bloods

4.2 Blood Transfusion

All samples must be placed in the plastic pocket attached to the blood transfusion request stationery. Remove the brown self adhesive tape to reveal glued area, fold along perforations to ensure glued area attaches to plastic ensuring adequate seal.

4.3 Cellular Pathology

All samples (excluding large cellular pathology specimens) must be placed in the plastic pocket attached to the cellular pathology request stationery. Remove the brown self adhesive tape to reveal glued area, fold along perforations to ensure glued area attaches to plastic ensuring adequate seal.

If the patient is known to be from a risk group or has a blood borne virus or CJD, please attach a danger of infection label to the sample bottles and request card once the specimens have been obtained. (Ref. Infection Control Manual)

5 Specimen Transportation

Information about transport requirements a for specific tests can be found on the appropriate departments pages on the Pathology Website.

The Trust no longer provides a scheduled specimen pick up service as the Air Tube Chute System (Ref. SOP-CR-013) negates the need for this and should be used as the primary transport system. However, certain specimen types must **never** be transported in this way. The following specimens must **not** be sent in the air tube:

a. Hazard group 3 or high risk samples

b. specimens that are not easily repeatable eg. Specimens of CSF, joint fluids, other body fluids, tissue, pus etc.

- c. samples containing formalin (see section 5 below)
- d. 24 hour urine specimens
- e. Blood gas samples
- f. Ammonia samples

These specimens must be transported in metal transport boxes as illustrated below.



If the air tube is 'out of action' all specimens must be transported in the metal transport boxes illustrated above.

6 Cellular Pathology Specimen Transportation

Cellular Pathology Specimens must not be transported to Pathology via the Air Tube Chute System. These specimens are not (or not easily) reproducible and should therefore be transported in suitably sized transport boxes from the ward/department or trolleys from theatres directly to the Cellular Pathology Department. Do not leave these specimens at Pathology Reception. The majority of wards/departments have a specimen book detailing the date, name and type of specimen, which is then signed by Cellular Pathology staff to acknowledge receipt of each specimen.

Please ensure specimen containers are securely fastened and kept upright.

In the case of a formalin spillage please contact Histopathology department ext.2631 for assistance.

7 Transportation of Liquid Based Cytology Samples

Liquid Based Cytology Samples must be placed in sample transport bags along with the HMR101 request form. Please ensure that the cervix brush is placed in the sample vial. The individual sample bags must then be transported to the Pathology Department Reception for onwards transportation to the Royal Hallamshire Hospital.

8 Transportation of Bone Marrow samples and Bone Marrow slides

Bone marrow slides must be placed in plastic slide boxes and the lid firmly closed prior to transportation. Slides and bone marrow samples in culture media and formalin must be delivered to Haematology for immediate processing and dispatch to reference locations.

Please take care when handling glass slides as they may occasionally have sharp edges or break leaving very sharp edges.

9 Spillages

In cases of accidental sample spillage of blood or body fluids e.g. urine on wards/clinical areas, please refer to the Management of Blood and Other Body Fluid Spillages Procedure, provided by Infection Control and available on the Intranet.

In cases of formalin spillage, please contact the Histopathology Department on ext.2631 for assistance.

10 Reporting Incidents

Any incidents which occur during transportation that may affect the quality of the specimen or the safety of the personnel must be brought to the attention of a senior member of staff and reported on Datix. The incident will then be managed through Datix and the laboratory Q-Pulse system.

11 References

Management of Blood and Other Body Fluid Spillages Procedures, provided by Infection Control & available via the Intranet.