

Step	Action	Notes
1	Ensure specimen meets requirements	<ul style="list-style-type: none"> Ensure specimens to be transported in PTS meet acceptable specimen requirements Refer to site specific attachments (FMC and SHC Attachment D, PLC Attachment E) for Unit Transport of Laboratory Specimens by ADANAC Pneumatic Tube System
2	Secure lids	<ul style="list-style-type: none"> Ensure lids of specimen containers to be transported in PTS are securely fastened.
3	Bag specimens	<ul style="list-style-type: none"> Place specimens in a resealable bag such as a biohazard bag and place paperwork in outside pocket of bag Double bag urine specimens For specimens on ice, place ice in resealable bag such as a biohazard bag, place specimens in a separate resealable bag and seal, place the sealed bag inside the bag containing ice and seal Place specimens for each patient in a separate bag. Place bag in zipper pouch or foam liner <ul style="list-style-type: none"> Sites using zipper pouches:, remove excess air from the pouch, roll up the pouch so the Velcro sticks together
4	Load carrier	<ul style="list-style-type: none"> On a flat surface, open carrier and place zipper pouch or foam liner(s) in the carrier. Do not overload carrier – weight limit of contents (not including carrier) is 2.25 kg (5 lb) Close carrier and secure latches Never force a carrier closed. Always ensure the contents do not exceed the interior of the carrier
5	Check LED	<ul style="list-style-type: none"> Check the “System is ON” LED is on
6	Enter destination	<ul style="list-style-type: none"> Key in the destination code and press SEND. Destination codes are posted on each station. Refer to Attachment A for a list of site-specific destination stations
7	Place carrier into dispatcher	<ul style="list-style-type: none"> Insert one end of the carrier into the upper end of the dispatcher and rest the other end on the bottom of the dispatcher.
8	Check message	<ul style="list-style-type: none"> Ensure “<i>Sending Carrier Station ## Please wait. Processing Transaction</i>” message appears on screen. It may take a minute or more for carrier to be sent
9	Notify as appropriate	<ul style="list-style-type: none"> If you are sending time or temperature sensitive specimens, notify Accession/Lab.

NOTE: Upon receiving a carrier, open carrier and check for contents prior to storing or returning the container.

In Case of Difficulty:

IF	THEN
“System is ON” LED is off	Contact Maintenance (see <i>Procedural Notes</i>)
“Temporarily unavailable”	Contact Maintenance (see <i>Procedural Notes</i>)
“Unable to send. Station ## Does Not Exist. Please Choose a Different Station”	<ul style="list-style-type: none"> Station number entered is invalid. Check directory, confirm number, and reenter station number.
“Unable to send. Your station is full or keyed off.	<ul style="list-style-type: none"> Check receive bin for carriers. If full, remove excess carriers from the bin to allow transaction to proceed Check the key to ensure it is in the on position. If key is in the off position contact Maintenance. Contact Maintenance if unable to correct problem
“Unable to send. Your station is scheduled off”	<ul style="list-style-type: none"> Station is scheduled off and is not available for use. Use alternate means for transporting specimens
“Unable to send. Station ## is full or keyed”	<ul style="list-style-type: none"> Destination station is full, keyed off, or manually turned off from the system console. Contact the destination station