

**REG01-110 Pneumatic Tube System Operation and Maintenance Attachment G
Transporting Laboratory Specimens by Swisslog Pneumatic Tube System**

STEP	NOTES
1	Ensure specimens to be transported in pneumatic tube system meet acceptable specimen requirements. Refer to Attachment H <i>Unit Transport of Laboratory Specimens by Swisslog Pneumatic Tube</i>
2	Ensure lids of specimen containers to be transported in pneumatic tube system are securely fastened.
3	<ul style="list-style-type: none"> Place labeled specimens in a resealable bag such as a biohazard bag (double bag urine specimens and specimens on ice). Place specimens for each patient in a separate bag. Place requisition in outside pocket of the bag. Place the bag in a zipper pouch, remove excess air and seal pouch.
4	<ul style="list-style-type: none"> On a flat surface, open carrier and place the zipper pouch in carrier. Do Not Overload Carrier – weight limit of contents (not including carrier) is 3.2 kg (7 lb).
5	Close carrier and secure latches. Never force a carrier shut. Ensure that the contents do not exceed the interior of the carrier.
6	Insert one end of the carrier into the upper end of the dispatcher and rest the other end on the bottom of the dispatcher.
7	Check that the LCD displays “ Station Ready ”. Enter the correct station destination using the keypad or press the pre-programmed SPEED DIAL key for the desired destination. Press the SEND button.
8	Verify that message “ Selection Accepted Please Wait ” appears on the display screen

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

In Case of Difficulty:

Note: “**Station**” refers to the “send from” and “**Selection**” refers to the “send to” station.

IF	THEN
LCD Screen is blank	<ul style="list-style-type: none"> Contact Maintenance
Carrier is broken or non-functional	<ul style="list-style-type: none"> Disinfect the broken or non-functioning carrier and send to Maintenance for repair or replacement.
Visible contamination of the outside of the carrier exists EMERGENCY SHUTDOWN PROCEDURE	<ul style="list-style-type: none"> Press MENU to access main menu. Position cursor to Special Functions and then press the SEND key to access special functions menu. Enter 23 to select emergency shutdown special function. Press 1 to stop system (not applicable to ACH). Press the SEND key to confirm selection. Verify that message “Station Not in Service” is displayed to indicate that system has been shut down. Contact Maintenance to disinfect pneumatic tube system <ul style="list-style-type: none"> RGH and ACH: Maintenance will notify affected station users that the system is not operational SMCHC Lab will notify renal and urgent care units
Visible contamination inside the carrier	<ul style="list-style-type: none"> Decontaminate carrier and return to station from which it last came.
Station Full	<ul style="list-style-type: none"> Contact the destination station to empty their receiver bin. If there are still issues, contact Maintenance.
Selection does not exist	<ul style="list-style-type: none"> Check directory, confirm number, and reenter station number.
Selection or Station scheduled off	<ul style="list-style-type: none"> Use alternate means of transport. Contact Maintenance if you cannot use tube during a department’s regular hours.