



REG01-110 Pneumatic Tube System Operation and Maintenance Attachment H Unit Transport of Laboratory Specimens by Swisslog Pneumatic Tube System (ACH, RGH and SMCHC)

Ensure laboratory specimens to be transported in pneumatic tube system meet acceptable specimen requirements.

The following items are **not** acceptable:

- **Fresh** Anatomic Pathology or Cytology specimens: use a porter to transport to the lab.
- Formalin and/or alcohol preserved specimens in containers larger than 100 mL in size.
- Formalin and/or alcohol preserved specimen containers greater than four containers in number.
- Aspirate specimens with sterile trap.
- Blood products (does not apply to SMCHC).
- Empty blood bags.
- Bone marrow aspirate, bone marrow slides or bone marrow biopsy specimens.
- CSF or central nervous system (CNS) specimens from patients with known or suspect CJD (Creutzfeldt-Jacob Disease) **or other prion disease.**
- Dry ice.
- IV sets.
- IV solutions that have been implicated in a possible transfusion reaction.
- Newborn metabolic screening cards with blood spots that are not dry.
- **New or emerging pathogens specifically communicated by laboratory.**
- **Specimens from patients that are suspected or confirmed to have a Risk Group 4 pathogen, i.e. Ebola virus, viral hemorrhagic fever viruses.**
- Specimens for closure time or hemostasis studies.
- Specimens that require maintaining a temperature of 37°C.
- Timed urine and timed stool specimens.
- Urine and body fluid specimens greater than 100 mL.
- Contents over 3.2 kg (7lbs) not including the carrier.

Make alternate arrangements for the transportation of these specimens to the laboratory.

Transporting Laboratory Specimens by Swisslog Pneumatic Tube System:

1. Ensure the lids of the specimen containers to be transported in pneumatic tube system are securely fastened.
2. Place properly labelled specimen in a resealable bag such as a biohazard bag. Double bag urine specimens and specimens on ice. Place matching requisition in outside pocket of bag and seal bag tightly. Place specimens for each patient in a separate bag.
3. Place the resealable bag in a zipper pouch, remove excess air from the pouch, seal pouch and roll up so the Velcro sticks together.
4. On a flat surface, open carrier and place the zipper pouch inside. Close carrier and secure latches. Send to the lab.
5. If you are sending time or temperature sensitive specimens, notify the lab.