

**HACKETTSTOWN REGIONAL MEDICAL CENTER  
LABORATORY POLICY MANUAL**

**TRANSPORT OF BIOLOGICAL SPECIMENS**

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**Effective Date: September 2001**  
**Cross Referenced:**  
**Reviewed Date: 03/1/12**  
**Revised Date: 09/10, 1/10, 01/12**

**Policy No: GENLAB 6.08**  
**Origin: General Lab**  
**Authority: Laboratory Director**  
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**PURPOSE:**

To preserve specimens for processing while in transit to the laboratory, and to transport the specimens in a safe and timely manner, protecting staff and environment from hazardous exposure.

**POLICY:**

In an effort to maintain a safe working environment for all employees and couriers involved in the collection and transport of potentially hazardous specimens, all biological specimens transported to the laboratory will be carried in plastic carriers labeled "Biohazard". The carriers will be disinfected daily and date of each cleaning recorded on the maintenance log. Refer to Infection Control policy for additional details.

Specimens collected at the West Wing Draw Station will be received into the computer system when they are collected. They will be processed (spun, separated, frozen etc) and sent to the laboratory in a biohazard container or by pneumatic tube. Laboratory personnel will transport the specimens to the lab in a timely manner (9, 10, 11, 12, 2, 5) or as necessary. Once in the lab, the specimens will be delivered to the appropriate departments for testing.

In the case of surgical specimens, the lab assistants will pick up and deliver specimens to Pathology at 9, 11, and 1P, Monday through Friday. Each specimen must be properly labeled in a leak-proof container and accompanied by a requisition and patient insurance information (if necessary). OR Staff will deliver specimens on the off shifts. When the specimens are delivered from the OR directly, the transporter is to clock in each requisition and wait for the pathology or lab staff to sign the transporter's log book for each specimen received.

Inpatient specimens that are being transported from the floors are carried on phlebotomy trays or in the labeled biohazard containers. The transporter will clock in the requisition or notify laboratory personnel so they are able to login the specimen.

Pending lists are used on each shift so that the laboratory staff can justify what specimens have been logged in and what has been resulted. Follow up is then done to determine why testing is pending ( no actual sample, specimen rejection etc). Timely action can reduce lost or unsuitable specimens.

For specimens being sent out by courier, package samples according to specimen collection guidelines (frozen, room temp etc.), and place in leak proof hard container with appropriate ice pack or dry ice and biohazard sticker. (see IATA manual for more complete information)

For kits to other laboratories, follow specific specimen collection guidelines.

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