

**HACKETTSTOWN REGIONAL MEDICAL CENTER  
LABORATORY POLICY MANUAL  
PNEUMATIC TUBE SPILL PROCEDURES**

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**PRINCIPLE:** To establish guidelines for the disinfection of pneumatic tube carriers or system.. .

**PROCEDURE:** **Note: Always use Standard Precautions when handling carrier.**

1. In the event that the carrier becomes contaminated with a spill remove contents if they are salvageable. Clean specimen containers with disinfectant and process as appropriate.
2. Replace foam liner with a clean one and disinfect soiled foam by soaking in hospital approved disinfectant and dry thoroughly.
3. Discard any foam liners that are soiled and cannot be cleaned.
4. In the event that the spillage has occurred outside the carrier, the entire tube system will need to be disinfected with a disinfecting carrier.
5. Notify the sending location to discontinue use.
6. Soak the disinfecting carrier in hospital approved disinfectant and shake off excess liquid.
7. Insert disinfecting carrier into the tube box and begin operation of the system according to SOP.
8. The decontamination procedure will be conducted several times and the lab will notify the emergency room when the system is ready for use.