

**HACKETTSTOWN REGIONAL MEDICAL CENTER
LABORATORY POLICY MANUAL
PROPER HANDLING OF BLOOD SAMPLES AND BODY FLUIDS
FOR SPECIMEN PROCESSING**

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PRINCIPLE: To ensure the safety of personnel with proper instructions on the processing and handling of fluids and serum samples.

PROCEDURE:

****** GLOVES MUST BE WORN AT ALL TIMES******

1. All serum samples should be uncapped behind the safety shield or safety goggles should be worn when performing this task. These goggles are found in the Safety Cabinet located at the far end cabinet in specimen processing. Serum samples should never be poured over into transfer tubes or other testing devices. The serum should be pipetted over with plastic pipettes only.
2. Body Fluids, with the exception of CSF, generally come to the lab in the required tubes. There should be no transferring of specimen required for these fluids. (Paracentesis, pleural, synovial,) If the sample is not received in the proper containers it is a cause for rejection. Please discuss with supervisor before rejecting.
3. CSF will arrive at the lab in four clear properly labeled conical tubes along with orders. Generally, there are many test to be done, both in-house and reference tests. The reference tests require vials for each test that is ordered so it is important that the CSF is handled properly when transferring to send out vials. The following procedure must be followed:
 - a) Determine the number of labels and transfer vials that are needed to process the samples. Obtain a rack; gloves and the Safety Mask from the Safety Cabinet proceed to the Safety hood in Micro. Turn the light on and the blower switch on. Put mask on and proceed with processing the CSF samples.
 - b) In case of spill clean area with 5% Bleach (see pathology for squeeze bottle). Otherwise disinfect area with Sani Cloths.
 - c) Dispose of used of pipettes, tubes etc. in sharps in the hood. Dispose of gloves. Wash hands immediately.