



Community Clinics Policy and Procedures Manual
SUBJECT: Shipment of Laboratory Specimens

SUBJECT: **SHIPMENT OF LABORATORY SPECIMENS**
APPROVED BY: VP Acute & Long Term Care & COO (South) _____
EFFECTIVE DATE: 2001 06 01
REVISED DATE: 2011 09 01

Purpose

To provide guidelines to staff so laboratory specimens are transported in a safe, suitable, efficient and fiscally responsible manner.

Policy/Standard:

The Regional Nurse or designate will package and ship laboratory specimens in an appropriate manner.

Materials Required:

Lab Audit form (see Appendix A)
Transportation of Dangerous Goods Guide
Declaration of Dangerous Goods Form 10

Related Policies: Not applicable

Procedure:

1. Carefully secure the cap of each sample, and wrap the edge of the lid with Parafilm.
2. Ensure each sample is clearly identified with the following information:
 - a. Name of client (and date of birth if there are several clients with the same name).
 - b. MCP number.
 - c. Date of collection.
3. Ensure that each sample is wrapped in Para film before placing in bag. To wrap in Para film ensure that you wrap in the same direction as the cap tightens so as not to inadvertently loosen the cap. Then wrap each sample in sufficient absorbent material to absorb the contents of the sample should breakage or leakage occur.

4. Place each specimen in individual biohazard bags before shipping to lab. This will prevent contamination of other samples in the event of leakage.
5. Ensure each requisition is appropriately completed.
6. Place the requisition in the plastic pouch on the sample bag.
7. Place specimens in an appropriate mailing container.
8. Document the client's name and lab work completed on the lab audit form.
9. Fax a copy of the lab audit form to the appropriate lab, initial and note copy faxed.
10. Place copy of faxed Lab audit form in Lab Audit book.
11. Department Audits will be completed every six weeks by clinic staff and annually by clinical manager.

NOTE: If the sample is infectious or presumed infectious, or the parcel contains dangerous goods (such as formaldehyde), the following procedure is to be followed:

1. Package according to the "Transportation of Dangerous Goods" guidelines.
2. Declare the package to the airline 24 hrs, in advance if possible.
3. Complete a "Declaration of Dangerous Goods" form.
4. Label dangerous good package as per international Air Transport Association (IATA) guidelines.

References: Not Applicable



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Appendix A

_____Clinic

Each Sample batch must have a copy of this sheet faxed

Name /Chart #	Date taken	KFT's	LFT's	FBG	PG50/75	TSH	Lipids	HBA1C	CBC/ESR	INR	PH lab	CNS	Urine	Other
Specimen received by Lab														
Results Received														
Specimen received by Lab														
Results Received														
Specimen received by Lab														
Results Received														
Specimen received by Lab														
Results Received														

Date Sent _____

Faxed to Lab Yes___ No___

Faxed to Clinic _____

CCMH 454-4982

CWJ 944-4670

Initials _____

Initials _____

HVGB 897-2159