2 User Instructions

2.2 Sample Packaging Procedure

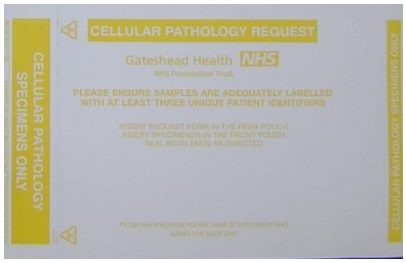
Hospital Samples

1. Each set of patient samples should be packaged separately.

2. Place the samples into the appropriate sample bag. For manual requests this will be attached to the sample form. For electronic requests use the clear transport bags or the colour coded bags.

Biochemistry, Haematology, Immunology samples

Microbiology samples



Cellular pathology samples

3. Place the electronic request form into the bag and seal this securely.

4. Transport the samples to the laboratory as soon as possible to ensure timely processing and prevent sample deterioration.

High Risk/Hazardous samples MUST be double bagged. The request form and sample(s) MUST be marked with 'Danger of Infection' labels.

Use of Pneumatic Tube System

Most samples, including Microbiology samples can be sent to the Laboratory using the Pneumatic Air-Tube system, where available.

Samples must be appropriately sealed and bagged before sending to avoid spills/leaks.

NEVER send High Risk/ Hazardous samples, glass containers or CSF samples in the system, these must be delivered by hand to the laboratory.

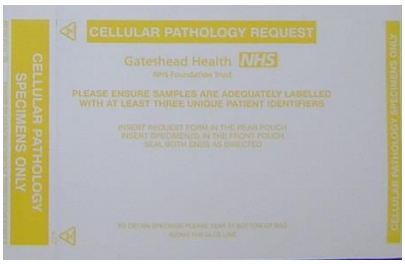
Community Samples

1. For manual requests, place samples into the bag attached to the sample form. For ICE requests use the sample boxes or the colour coded bags, depending upon the system in use in your area. If sample bags are used, each set of patient samples should be placed in a separate bag.

All blood samples can be added to the sample rack

Biochemistry, Haematology, Immunology Samples

Microbiology samples



Cellular pathology samples

2. Each bag should be sealed and placed inside the appropriately coloured sample transport bag.

Red – used for blood samples

Blue – used for non-blood samples

Yellow – used for histology samples

Pink – used for cytology (LBC) samples

3. If using the transport box and rack system, this should be placed inside of the red transport bag.

4. The transport bags can be left open until the transport courier arrives to allow further samples to be added. The bags should not be overfilled as these bags require sealing prior to transport.

5. The transport bags should be left at room temperature at the courier pick up point.

6. The courier runs are timed so that all samples should reach the laboratory within four hours of collection. Samples should always be collected by the next available courier and NOT left until the last pick up of the day. Delay in analysis will affect some test results and may result in the patient being called into hospital for repeat tests if critical results are reported.

7. The courier service will transport your samples to the laboratory within insulated bags which comply with road transport regulations.