

Transporting Specimens

COURIER SERVICES

Your patient depends on you to properly prepare the specimen for transport to the laboratory to help ensure that the specimen integrity is maintained during transport.

STAT TESTING OR LATE PICK-UP

Please call Courier Dispatch should you have specimens requiring STAT testing or that need to be picked up after the last regularly scheduled pick-up.

Portland Area	All other areas
☎ 503-723-9140	☎ 541-341-8049
☎ 866-896-9097	☎ 800-826-3616

WHAT TO DO WHEN YOU NEED A STAT ORDER

- Clearly mark the STAT box on the top of the order requisition
- Place specimen and requisition in a red STAT specimen bag.



ITEMS THAT CANNOT BE TRANSPORTED

For safety reasons, PeaceHealth Laboratories is prohibited by law to transport:

- Leaking specimens
- Syringes with needles attached or sharps in any form
- Specimens not placed in secondary containers (PeaceHealth Laboratories bags)
- Waste of any kind

HOW TO PREPARE THE SPECIMENS FOR TRANSPORT

- Use Universal, Standard Precautions as required by the OSHA Blood Borne Pathogen Standard.
- Package specimens in a leak-proof container known as the primary container, such as the test tube or urine cup.
- The primary container should be enclosed in a secondary, leak-proof container such as a specimen bag.
- Absorbent material sufficient to absorb the entire contents of the inner packaging must be included in the secondary container.
- Place the unfolded requisition form in the bag facing outward.
- Determine the infectious nature of the specimens to be transported. Also determine if other materials are present that the Department of Transportation may consider hazardous, such as formaldehyde or dry ice.
- Store at the temperature indicated for that specimen according to the test specifications.

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Transporting Specimens (continued)

Needles

Do not submit specimens with needles attached.

- If you submit a specimen in a syringe, please use plastic syringes capped with a non-sharp plug.
- Package syringes carefully to prevent the plunger from being pushed.

Glass Tubes

- Submit specimen in plastic transport tubes unless specifications require a glass tube.
- When the test requires a glass tube, place in a protective cylinder.
- Do not use glass tubes for frozen specimens.

HOW TO PREPARE THE LOCK BOX

To Transport Ambient, Refrigerated and Frozen Specimens

- Place the frozen specimen container in the bottom of the lock box.
- Place a divider* on top of the frozen specimens.
- Place the refrigerated specimens on top of the divider.
- Place a divider* above the refrigerated specimens.
- Place the ambient specimens on top of the divider.

To Transport Ambient and Refrigerated Specimens:

- Place ice packs in the bottom of the lock box.
- Place the refrigerated specimens on top of the ice packs.
- Place a divider* above the refrigerated specimens.
- Place the ambient specimens on top of the divider.

Courier Pick-up


DATE AND TIME OF PICK-UP
____/____/____ AM PM

Box is checked when last scheduled daily pick-up has occurred. Please call for additional pick-ups:
☎ 541-341-8049 or ☎ 800-826-3616, option 2
PORTLAND AREA
☎ 503-723-9140 or ☎ 866-896-9097

CLIENT _____

OF REQUISITIONS _____

COURIER NAME _____

 **PeaceHealth Laboratories**

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“Courier Was Here” Form

To inform you that the last pick-up of the day has been made, the courier will leave this form in your lockbox indicating the date and time of the pick-up.

HELPFUL TIPS

- Designate a specific area for specimen pick-up
- Notify Courier Services of any changes in pick-up location
- Use the lock box for after hours pick-up

**Available from your account representative/courier.*