1. POLICY

Sample shall be collected, identified, handled, and transported, to By Inodaya hospital sample collection phlebotomist staff to **Neugenix path labs & Quality care labs**

2. PURPOSE

To standardize the process for sample collection, identification, handling, transportation.Specimen Integrity is dependent on accurate pre-analytical processes to includepatient preparation, specimen collection, handling, and transportation. Improper collection andhandling of samples can give erroneous results and compromise the care of the patient. Theseguidelines cover some of the key steps in handling blood samples to provideoptimal specimens fortesting.

3. SCOPE

To be used by the hospitals/ clinicians/ laboratories planning to collect appropriate clinical samples as indicated for diagnosis

4. RESPONSIBILITY

Neugenix path labs & Quality care labs Laboratory Technicians, Laboratory In charge, Sample collection, IPD, OPD, Housekeeping services & Biomedical Waste processing services, wards, ICU.

6.. PROCESS DETAIL

6. 1 DESCRIPTION OF THE PROCESS FOR SAMPLE MANAGEMENT:

6.1.1 Sample Collection:

- The request form is completed accurately and the identity of the patient confirmed
- The specimen container is labeled correctly
- The patient is appropriately prepared

- Effective hand washing is performed, before and after collection of the specimen
- The specimen is collected correctly and the appropriate protective equipment clothing is worn; i.e. gloves, apron and, where splashing is possible or expected, goggles or a visor
- A vacuum collection system is used when performing phlebotomy
- The correct specimen is taken at the correct time
- The normal flora of the patient or the person collecting the specimen does not contaminate the specimen
- An adequate quantity and appropriate number of specimens is provided
- The risk of interchange of samples and sub samples is minimized
- All materials used in specimen collection are disposed of in a safe manner
- High risk specimens are identified and processed correctly
- Specimens are clearly labeled and transported to the laboratory in approved containers only to **Neugenix path labs & Quality care labs**
- All spillages and breakages are dealt with correctly
- The safety of the specimen collector, carrier, the general public and receiving laboratory is ensured by minimizing risk

6.1.2. Specimen Containers

Specimen containers must be sufficiently robust to withstand the stresses likely to be put upon them, and must not leak in normal use. Only containers approved by the Lab may be used, so that the integrity of the specimen is suitably ensured during transit to the laboratory. Specimens that are sent in non-approved containers may not be processed by the **Neugenix path labs & Quality care labs** laboratory.

The person sending the specimen must ensure that the container used for the transportation to the laboratory is the appropriate one for the purpose. It must be properly closed and checked to ensure no external contamination by the contents of the specimen container.

Every specimen container, and request form, must describe the nature of the specimen.

6.1.3. Storage of Specimens (Neugenix path labs & Quality care labs)

For accurate results to be obtained, specimens should be received by the laboratory as soon as possible. Specimens for microbiological investigation should, ideally, be examined as soon aspossible. Where this is not practicable, delays in transportation should be kept to a minimumand specimens should be refrigerated. Specimens may be kept in a refrigerator (4-8°C) for aMaximum of 24 hours prior to transportation. This will help prevent bacteria andcontaminants from multiplying and giving misleading results.

However, it must be noted that samples taken for blood culture examination must not berefrigerated. These must be transported to the laboratory as soon as possible for incubationat 37°C (a small incubator is located in the Pathology Reception area for this purpose).

Semenology samples: The Pathology Reception staff stamp date and time the front of theform as soon as a semen specimen reaches the pathology reception department and thenplaces the sample in the white lidded box in the 37°C incubator in the small lobby room byreception. These samples must not be refrigerated under any circumstances. Any

6.1.4. Specimens from High Risk Patients

All specimens should be regarded as potentially infectious.

Certain specimens from patients who are known or suspected to have the following diseases/ conditions constitute a potential higher risk of infection to persons handling the specimens (nursing, pottering, transport, reception and laboratory staff):

- Typhoid/paratyphoid fever (fecal specimens only)

- Dysentery (fecal specimens only)
- Tuberculosis (specimens from sites where tuberculosis infection is likely)
- Anthrax

˗ Transmissible Spongiform Encephalopathy (including CJD)

- Viral hemorrhagic fever
- Pandemic Flu

In order to ensure reports being sent to the correct destination, request forms should be Correctly and legibly completed with the following minimum details:

- Patient identity Case Number
- Surname
- First Names
- Age
- Sex
- Area of sample collection
- Date and time of collection
- Consultant or General Practitioner
- Tests required
- Nature of specimen submitted
- Relevant clinical details

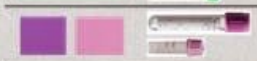
The name of the person making the request should be signed legibly on the form

6.1.5. Transport Box Decontamination:

Specimen boxes will be decontaminated routinely every month, and whenever necessary by the sample collection staff or **Neugenix path labs & Quality care labs** lab staff. More frequent decontamination is required should there be obvious blood, body fluids, or evidence of spillage. Cleaning with a detergent wipe followed by thorough drying with paper towel would be acceptable in routine circumstances.

Disinfection with a 70% hard surface alcohol wipe is advised after the cleaning processshould obvious contamination with blood/body fluids be present.

Order of Draw

Tube Closure Color	Collection Tube	Mix by Inverting	Min. Clot Time
	Blood Cultures – SPS	8 to 10 times	N/A
	Citrate Tube (Light Blue)	3 to 4 times	N/A
	Serum Separator Tubes (Gold and Tiger)	5 times	30 minutes
	Serum Tube (Red)	5 times (plastic) None (glass)	60 minutes
	Rapid Serum Tube (Orange)	5 to 6 times	5 minutes
	Plasma Separator Tube	8 to 10 times	N/A
	Heparin Tube (Green)	8 to 10 times	N/A
	EDTA Tube (Lavender)	8 to 10 times	N/A
	PPT Separator Tube (Pearl)	8 to 10 times	N/A
	Fluoride Tube (Gray)	8 to 10 times	N/A

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6.1.6 Disposal of Specimens

- Disposal is to be carried out in accordance with bio-medical waste handling rules Precautions in accordance with the WHO Biomedical waste guidelines by **Laboratory Neugenix path labs & Quality care labs.**

Document Revision History

DOCUMENT REVISION HISTORY		
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