

JHP Laboratories

Title: Specimen Transport Outside QECH Complex Document: SPEC-T-04				
Applies to: JHP Laboratory Staff and Clinic Staff		Version: 1.0	Supersedes: N/A	Effective Date: 15-Dec-19
	Name	Signature	Title	Date
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Revision History

Revision	Date	Author	Change Reference	Reason for Change

GENERAL

This document details the procedure for transporting specimens to the Johns Hopkins Project Laboratory from clinics which are located outside the Queen Elizabeth Central Hospital compound. Transporting specimens from within the QECH compound should follow the instructions found in SPEC-T-01.

BIO-HAZARD SAFETY

1. Lab coats and gloves are required for this procedure. If removing of specimen tube top is required use of eye protection is recommended.
2. Universal Precautions are to be followed. Refer to Laboratory Safety – General for more information.
3. The handle and outside of the transport container is considered non-biohazardous; do not wear gloves when touching the outside, but put on gloves to open and remove the contents.

MATERIALS REQUIRED

1. Transport container
2. Sample racks
3. Ice, dry ice, and ice pack as required

PROCEDURE

Transport from Clinics to JHP Laboratory.

1. Project nurses or clinicians collect specimens in the clinics (see appropriate specific collection SOP).
2. The nurse or clinician completes study-specific forms with all required information (see (see appropriate study-specific SOP).
3. The clinic nurse or clinician places the specimens in a sturdy non-breakable closable container (i.e., cooler box) labeled with a biohazard label.
4. A clinic staff member or courier/driver carries the specimens in the sturdy non-breakable closable container to the laboratory.
 - a. Specimens will be transported within the temperature limits allowed by the requested testing.
 - b. Specimens will be transported within the time frame required by the requested testing.
5. The courier/driver follows appropriate chain-of-custody procedures for protocol specimens upon delivery in the laboratory.
6. In the event any specimen opens or breaks while being transported, see SAFE-6 Decontamination of Work Benches and Spills.

REFERENCES

N/A

Review of Standard Operating Procedure for

Title: Specimen Transport Outside QECH Complex

SOP: SPEC-T-04 Version: 1.0 Eff. Date: 15-Dec-19

Training date (if applicable): _____ Trainer: _____

By signing below, I hereby state that I have read the SOP listed above and have asked questions when I didn't understand it. I now fully understand the new and/or modified SOP and all appendices and will perform the procedure as stated in the SOP.

If applicable, the training date and trainer's initials are documented on the form.

Date	Print Name	Position	Signature