November 17, 2009

To: Chiefs of Service, Attending Physicians, Housestaff, Nurses and Other Concerned Personnel

From: Eberhard Fiebig, M.D. [Signature]
Laboratory Director

Mary Clancy [Signature]
Manager

Re: Request to Send Samples for Routine Urinalysis by Pneumatic Tube

Effective immediately we ask that all inpatient units and clinics with access to a pneumatic tube station submit urine samples via the tube system rather than by messengers, and send samples as quickly as possible following collection.

This is to meet a new Joint Commission requirement that urinalysis be only performed on preserved or fresh samples, ie, samples collected within the past 2 hours. This is to ensure quality of results, as testing performed on older, unpreserved urine samples may yield inaccurate results.

The Clinical Laboratory has been accepting urine cups through the tube system for several years without significant spill incidents. To make sure we continue to avoid accidents which could contaminate the tube system, we ask that the following precautions are strictly adhered to:

- Use only leak proof or leak resistant screw top urine containers with either a lip or seal designed to minimize leakage (contact laboratory support at x8199, if you are not sure if a container is appropriate for tube transport)
- Do not submit more than the required 50 mL sample per test
- Make sure the lid is screwed on tight and secure, and the container is dry on the outside after closure
- Place the urine container into a Ziploc specimen bag with imprinted biohazard label
- Close the bag zipper carefully to ensure a tight seal – avoid excessive air-trapping so the bag will fit in the red tube insert
- Place the requisition in the separate document pouch with the patient’s ID showing.
- Place the specimen bag in the red tube insert and close the zipper completely.
- Place the red insert into the hard shell transport tube.
- Send the tube to the Clinical Laboratory, Tube Station 21

Thank you for your attention and cooperation in this matter.

For questions or concerns, please contact Dr. Fiebig at 206-8588 or Mary Clancy at 206-3534.

(Please see page 2 for Instructions for Preparing Urine Specimens for Transport via Pneumatic Tube)
Instructions for Preparing Urine Specimens for Transport via Pneumatic Tube

1. Choose Leakproof Container with Screw Top
2. Close Lid Securely  
   - Don’t Overfill - Make Sure Outside is Dry
3. Place Container into Specimen Bag & Requisition into Document Pouch - Make sure Ziploc Seal is Closed Completely
4. Place specimen bag into softshell tube insert
5. Close Zipper
6. Slide Insert into Tube
7. Close Tube