



# POLICY PROCEDURE FOR BLOOD SAMPLE TRANSPORTATION

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	NAME	DESIGNATION	SIGNATURE	DATE
Prepared by	Ms Preety Raheja	Quality Manager		30/06/2020
Reviewed by	Dr Bhagyashree Thakre	Deputy Lab Director		01/07/2020
Approved by	Dr Sally Abdulla Ibarahim	Lab Director		01/07/2020



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## BIOGENIX

VERSION: 1.0

DATE OF EFFECTIVITY: 01/07/2020

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## 1. REVISION HISTORY

#	Version	Date	Changes Made by	Reason for Changes	Clause Changed
1	1.0				





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## 3. POLICY STATEMENT

The process of transporting specimens to the laboratory can affect the suitability of specimens for analysis. The policy is implemented as per the following procedure.

## 4. PURPOSE

This procedure is in accordance with ISO15189:2012 clause 5.4.5. Biogenix follows this procedure of sample transport.

To assure that the samples which are collected in Biogenix phlebotomy room or coming from the outside centers /clinics /labs, reach the laboratory by following proper conditions. The process of transporting specimens to the laboratory can affect the suitability of specimens for analysis.

- 4.1. Samples are transported to the laboratory in timely manner by taking care of environmental conditions, such as temperature, humidity, light etc.
- 4.2. The integrity of the sample is not to be compromised at any stage.

## 5. SCOPE

- 5.1. The scope this procedure extends to sample transportation.
- 5.2. Target Audience:
  - 5.2.1. BIOGENIX Laboratory staff
  - 5.2.2. Referring clinics staff

## 6. DEFINITIONS

- 6.1. Transportation: take or carry (people or goods) from one place to another by means of a vehicle, aircraft, or ship.

## 7. ACRONYMS

- 7.1. N.A.

## 8. RESPONSIBILITIES





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- 8.1. All BIOGENIX Laboratory Staff.

## 9. PROCEDURE

- 9.1. Specimens are transported in a timely manner.
- 9.2. All specimens are treated as highly infectious hence not allowed to be carried by hand or placed in pockets.
  - 9.2.1. Samples which are collected in Biogenix sample collection room are transferred to the lab. in a cool box marked as biohazard.
  - 9.2.2. A Room temperature is maintained between 20 - 25°C.
- 9.3. Samples that are collected outside the Biogenix laboratory reaches the laboratory as soon as possible.
  - 9.3.1. Specimens (containers) are placed in the cool box in sample bag which is having appropriate requisition form in the outside pocket.
  - 9.3.2. Temperature of cool box is maintained and monitored by the driver;
  - 9.3.3. Samples in serum tubes are transported after centrifugation.
  - 9.3.4. Transport box reception in Sample collection room log sheet is filled by referral clinic staff;
  - 9.3.5. Specimens are kept in an upright position;
  - 9.3.6. Avoid vigorous shaking of the samples;
  - 9.3.7. Samples are not placed directly on the ice, there is always some barrier (e.g. Paper folding) between the ice and the samples.
  - 9.3.8. Public transport is not used for transporting of samples.
  - 9.3.9. Temperature of the cool box is maintained all the time.
  - 9.3.10. Driver takes care while transferring the samples, not to touch with bare hands or no leakage of sample.
  - 9.3.11. Driver bring the samples directly to the laboratory and handed over to the laboratory staff. Lab staff checks temperature, sample type and no. of samples and then sign the consignment form.
  - 9.3.12. Samples are not kept in any public area.
- 9.4. Samples which are sent to Referral Lab.
  - 9.4.1. Samples are sent as per the test requirement;
  - 9.4.2. Serum/plasma samples are separated from the cells and transferred in separate tubes.
  - 9.4.3. Tubes are sealed properly.
  - 9.4.4. Sample are put in the sample bag and accompanied with test request form





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in outside pocket.

- 9.4.5. Patient details and all the information is entered in the Send out sample Log Sheet.

## 10. CROSS REFERENCE

- 10.1. ISO 15189 :2012 Medical laboratories – Requirements for Quality and Competence

## 11. RELEVANT DOCUMENTS & RECORDS

- 11.1. BG/REC/MOL/003 COVID Sample Transport Package Reception Record
- 11.2. BG/REC/SAMP/002 Send out sample form

