

## Specimen Transport from Outlying Clinics

1. Specimen Boxes are available for transport if requested (8 boxes available) or the specimens should be placed in a large plastic bag.
  - a. Accompanying log sheet filled out by the nurses will ensure all specimens are accounted for. Note: A log sheet should accompany all specimens whether they are in a specimen box or a large plastic bag. (CAP requirement to ensure everything sent was received.)
  - b. Specimen loss is less likely.
  - c. Formalin spills will be prevented.
2. One member of the Attending/Resident team will bring the specimens back to Chapel Hill the same day from the outlying clinics.
3. Specimen drop-off locations (3 options):
  - a. Same day drop off in the Dermatopathology laboratory (2161 Genome Science Building). This is preferred by the lab since it optimizes early morning work flow in the lab. Keys to the building and laboratory are available and requests for keys should be made to Cindy Creed.
  - b. A drop box immediately inside the Genome Science Building's loading dock is available for after-hours deliveries. Put up the flag please.
  - c. Drop off in the morning at Southern Village.
4. Following the protocol will improve turnaround time, laboratory workflow and ensure all patient specimens are delivered in a timely and reliable fashion.

Reviewed December 21, 2015