

Unit Procedure

Pneumatic Tube System

SOP No./WI No.: CTSI-CRC-PL-309

Department: Processing Laboratory


Version No.: 02

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1. OBJECTIVE

This Standard Operating Procedure (SOP) describes the use of the pneumatic tube system (PTS) to transport human specimens, medications and other items from one location to another within the same tube system at the Indiana Clinical and Translational Sciences Institute (CTSI) Clinical and Translational Support Laboratory (CTSL).

2. SCOPE

This procedure is applicable to CTSL staff sending and receiving bio specimens and other items through the pneumatic tube system.

3. RESPONSIBILITIES

All Clinical and Translational Support Laboratory staff is responsible to work accordance with this procedure.

4. DEFINITIONS

CRC: Clinical Research Center	CTSI: Clinical and Translational Sciences Institute
CTSL: Clinical and Translational Support Laboratory	PL: Processing Lab
PPE: Personal Protective Equipment	PTS: Pneumatic Tube System or Pneumatic Tube Station
SOP: Standard Operating Procedure	

5. ASSOCIATED DOCUMENTS

5.1. CTSI-CRC-PL-121 “General Safety”

6. PROCEDURE

6.1. Description

6.1.1. Main components of the station consist of the Control Panel, Dispatch arm and carrier storage tubes.

6.1.2. A listing of PTS station numbers and locations is attached to the frame of the unit for reference.

6.2. Packaging Procedure and Precautions

6.2.1. Make sure carrier latches are securely fastened and DO NOT over pack. All packaging material must be completely contained in the carrier.



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- 6.2.2. All bio specimens must be bagged in a biohazard bag and immobilized using foam liners.
- 6.2.3. Position carrier horizontally to the ground with Swisslog logo oriented towards user and securely grip the carrier ends with both hands.
- 6.2.4. Using forefingers push down on the front of the latches until they engage the locking ribs. When engaged, press down on the back of the latch with thumbs ensuring both latches click audibly, indicating a seal enclosure.
- 6.2.5. Do not send contaminated needles and other sharp objects via the PTS.
- 6.3. Programming and sending a transaction
 - 6.3.1. Make sure the station display reads "Station Ready".
 - 6.3.2. Place items in an empty carrier, in accord with 6.2.
 - 6.3.3. Place the carrier in the dispatcher unit and use the keypad or speed dial keys listed on the left side of the display to enter the desired destination station. Refer to PTS station list clipped to the frame of the station.
 - 6.3.4. Verify that the destination is correct and press the green "Send" button. A confirmation message "Selection Accepted" will appear in the display screen if the transaction is approved.
 - 6.3.5. When additional carriers are needed call the control center at 317-491-6182 to request additional carriers be sent to the station.
- 6.4. Receiving a transaction
 - 6.4.1. When a carrier is inbound to the station, a message will display "Incoming Carrier".
 - 6.4.2. Once the carrier drops into the receiving bin, remove it as quickly as possible to avoid full station conditions.
 - 6.4.3. Inspect the carrier for external damage upon receipt. If damaged, set carrier aside and contact the system control center at 317-491-6182 to recover the carrier.
 - 6.4.4. Remove the contents carefully and inspect for any leakage or spill within the carrier. If spillage or contamination is noted refer to 6.5.
 - 6.4.5. Return excess carriers to Station ID 841, Material Services Center at University Hospital.
- 6.5. Spill cleanup
 - 6.5.1. If a carrier becomes contaminated due to breakage or leakage during transport, remove the sample from the carrier using universal precautions and PPE.
 - 6.5.2. Remove the foam insert from the carrier and discard as biohazard waste. Contact the control center at 317-491-6182 for replacement foam.
 - 6.5.3. Use 10% bleach solution to clean all interior and exterior surfaces of the carrier. If the carrier cannot be cleaned with 10% bleach solution or equivalent, set it aside and contact the control center at 317-491-6182 to retrieve the contaminated carrier.

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6.5.4. If the leakage has occurred in the Receiving bin, use a 10% bleach solution or equivalent to clean all contaminated surfaces. If the leakage is extreme, call the control center at 317-491-6182 and request a technician dispatched to manage cleanup activities.

6.6. Special Transactions

6.6.1. Special transactions can be accessed by pressing the Menu on the control panel.

6.6.2. Transactions such as “STAT” and “Secure” require an authority code before entering the destination. The codes can be obtained by contacting the control center at 317-491-6182.

7. REFERENCES

7.1. Translogic Pneumatic Tube System Operations Guide, hard copy located in CTSL facility.

8. APPENDICES

8.1. Appendix A: Computerized Pneumatic Tube System (PTS) User Procedures.

9. AMENDMENT HISTORY

Date of Amendment:	23 Dec 2016
Amendment Request by:	Robert Orr
Change Control No, if applicable:	CTSI-CRC-PL-DC-2016-018
Details of Amendment:	Updated to footer file location; Revised step 6.1.1 to remove redundancy and for clarity.



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**APPENDIX A:
COMPUTERIZED PNEUMATIC TUBE SYSTEM (PTS) USER
PROCEDURE**

Packaging Procedure

- ❖ Ensure carrier latches are securely fastened and DO NOT over pack carriers. Ensure that all packaging materials are completely contained within the carrier.
- ❖ All bio specimens must be bagged in a biohazard bag and properly immobilized inside the carrier using appropriate foam liners.
- ❖ Position the carrier horizontally to the ground with the Swisslog logo oriented towards user and securely grip the carrier ends with both hands.
- ❖ Using forefingers push down on the front of the latches until they engage the locking ribs. When the front of the latches engage, press down on the back of the latch with thumbs ensuring both latches CLICK securely indicating a seal enclosure.
- ❖ Refer to protocol manual located in the CRC Lab or CTSI for list of items that CAN BE or CANNOT BE transported in the PTS. Never send contaminated needles and other sharp objects.
- ❖ Do Not Hoard or Label Carriers. Return surplus carriers when there is more than the assigned number of 4 carriers present. Place Surplus Carrier on Dispatcher, select station ID 841, Material Services Center. Carriers with broken latches cannot be used and must be reported to the Control Center at 317-491-6182 for repair or replacement.
- ❖ If you receive a carrier that is misdirected, sent it to the proper station.

Sending and Receiving Procedures

- ❖ When sending a carrier, make sure the station display reads “STATION READY”. Place items to be sent in the dispatcher unit using an “EMPTY CARRIER”. Verify that the correct destination address is entered (using keypad); press “SEND”. A confirmation message “SELECTION ACCEPTED” should appear on the display.
- ❖ When receiving a carrier, the display will read “INCOMING CARRIER”. The computer will accept no transactions while processing incoming carrier.