

Standard Operating Procedure Pneumatic Tube System			
SOP Number:	<u>SOP-PTS-02</u>	Category:	<u>Lab Process</u>
Supersedes:	<u>SOP-PTS-01</u>	Original Date:	<u>December 1, 2017</u>
		Revised:	<u>May 1, 2019</u>
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Issued by: Director, Health Sciences Research			

1.0 POLICY

The Pneumatic Tube System (PTS) is a vital transportation tool widely used within Kingston Health Science Centre (KHSC) at the Kingston General Hospital (KGH) campus to transport patients' biospecimens, medications, and other non-breakable/non-biohazardous items related to patient care from point to point in a timely and safe manner. The PTS located in the W.J. Henderson Centre for Patient-Oriented Research (WJHCPOR) is to be used **ONLY** to transport biospecimens from or medications for research participants from the WJHCPOR (Connell 4) to KHSC-KGH's Laboratory Services and/or Pharmacy Services departments. To avoid breakdown, contamination, and to reduce congestion within the PTS, the PTS **MUST** be used appropriately by all individuals. Improper use of the PTS will cause significant delays to other users of the PTS who are directly involved with patient care.

2.0 PURPOSE

To ensure that the quality of biospecimens and medications is preserved during transportation via the PTS and to ensure safety precautions are enforced to reduce the extent of personal injury and illness to users of the PTS.

3.0 PROCEDURE

Users are responsible for:

- Participating in the WJHCPOR orientation and training on the use of the PTS.
- Properly using the PTS as trained.
- Reporting to the designated Kingston General Health Research Institute (KGHRI) staff member any carrier malfunctions/carrier misdirection with the PTS.

Kingston General Health Research Institute is responsible for:

- Providing orientation and training to users of WJHCPOR on the proper operation and use of the PTS.
- Providing access to users of the WJHCPOR of PTS carriers.
- Participating in annual inspections with KHSC's Joint Health & Safety Committee and addressing immediately any deficiencies or concerns identified related to the PTS.
- Seeking immediate repair by KHSC's Maintenance Department for the PTS due to carrier malfunctioning or misdirecting of carriers as identified by users of the WJHCPOR and/or KHSC's Joint Health & Safety Committee.
- Contacting KHSC's Maintenance Department in the event that the PTS becomes soiled with a leakage on the outside or leaking through the carrier. KHSC's Maintenance Department is responsible for decontaminating the PTS.
- Completing all required incident investigation reports identified by KHSC's Joint Health & Safety Committee.

General Rules of Using the PTS- Sending a Carrier

1. Place allowable (See Appendix A) biospecimens or medication to be transported in a carrier. When required (See Appendix A), use a plastic biohazard specimen bag and/or protective sponge liner before placing into carrier to prevent contamination and to ensure unstable contents are immobilized. Biospecimens should be packaged separately and sent in individual biohazard specimen bags. Securely fasten seal and place the research study laboratory requisition on the outside of the biohazard specimen bag. The quality of biospecimens/medications and users safety is a priority when transporting biospecimens/medications. Transportation using the PTS **IS PROHIBITED** for CSF samples, cytotoxic/cytology/histology samples, microbiology samples (excluding blood culture bottles and vacutainers), and controlled drugs.
2. Look the carrier over for any visible cracks and ensure carriers that have a broken or worn ring around the circumference of the carrier are not used. Make sure carrier catches are completely locked before sending through the PTS. If the lock on the carrier is not functioning properly or the carrier is broken/cracked, notify the designated KGHRI staff member **immediately** who will tag the carrier "out of order" and complete a work order for KHSC Maintenance Department to repair. **DO NOT** throw out a damaged carrier as it can be repaired.
3. Do not overfill the carriers.
4. Use the key pad or thumb wheel on the PTS to set the station to where you want the biospecimens or medication to be sent within KHSC. The lists of stations are posted at each PTS and KHSC Maintenance Department will update the list when changes are made.

5. Place carrier into the PTS. Do not remove the carrier from the PTS once the destination number has been entered. Removal of the carrier once it has been loaded will significantly increase the time the system needs to re-prioritize.
6. If an error is made while keying an entry, press CANCEL/CLEAR and start over.
7. If an improper keyboard entry is made, a long “beep” will sound. Press CANCEL/CLEAR and start over. The message “*Sending carrier to station: ##. Please wait processing transaction*” indicates your carrier has been accepted for processing and will be processed as soon as possible.
8. Allow 10 - 15 seconds between carriers.

General Rules of Using the PTS- Receiving a Carrier

1. An alarm is sounded to notify users of the WJHCPOR that a carrier has arrived. This helps to alleviate carrier breakage from impact with another carrier sitting in the PTS bin or jamming the PTS. Carriers need to be removed once received.
2. Carriers are engraved with their home location (Connell 4) and empty carriers will be returned via the PTS.

4.0 REFERENCES

- KHSC’s Administration Policy 10-060 “Pneumatic Tube System”.

5.0 SOP HISTORY

SOP Number	Date Issued	Summary of Revisions
SOP-PTS-01	01-DEC-2017	Original version.
SOP-PTS-02	01-MAY-2019	Bi-annual review of SOP completed. SOP header format updated. SOP version number updated. SOP effective date updated. Removed “Contacts” section from SOP. Updated section number for “References” and “SOP History”. Added “ <i>Kingston General Health Research Institute</i> ” to Section 3.0, under “Users Responsibilities”, under bullet 3. Added “ <i>cytotoxic</i> ” to Section 3.0, under “General Rules of Using the PTS- Sending a Carrier”, under Item #1. Typo corrections to Section 3.0, under “General Rules of Using the PTS- Sending a Carrier”, under Item #1. Updated “SOP History” section. No updates needed for Appendix A.