

Required Organization of Specimen Racks for HSC Deliveries

BACK OF RACK												
	Cloud White	Cloud White	Cloud White	Rollie Orange	Rollie Orange	Rollie Orange	Rollie Orange	Rollie Orange				
	Sky Blue	Sky Blue	Sky Blue	Sky Blue	Leaf Green	Leaf Green	Rose Pink	Rose Pink	Rose Pink	Rose Pink	Rose Pink	Cloud White
	Robin Hood	Robin Hood	Robin Hood	Robin Hood	Elmer Fudd	Elmer Fudd	Elmer Fudd	Mickey Mouse				
	Sandy Clause	Sandy Clause	Tooth Fairy	Tooth Fairy	Road Runner	Road Runner	Road Runner	Road Runner	Easter Bunny	Easter Bunny	Easter Bunny	Robin Hood
FRONT OF RACK	Snow White	Snow White	Snow White	Bugs Bunny	Bugs Bunny	Bugs Bunny	Bugs Bunny	Chris Clause	Chris Clause	Chris Clause	Sandy Clause	Sandy Clause

PLACE SPECIMENS IN RACK STARTING AT FRONT-LEFT OF RACK GOING LEFT TO RIGHT

In example above: Client 1 is Snow White, Client 2 Bugs Bunny, Client 3 Chris Clause, etc.

The *Specimen Tracking Log* and Requisitions must match specimen order. Place Tracking Log on top, followed by requisition for first specimen in the rack, then second, and so on.

For each individual specimen tracking log, leave 3 blank spaces or *preferably* start a new row before adding the next batch (specimen tracking log) of specimens.

In example above: Snow White's requisition is first to be placed underneath the log sheet and Mickey Mouse's requisition is the last. The second batch (specimen tracking log) starts with client Sky Blue and ends with Rollie Orange.

For those who are *not* Centrifuging Specimens

Number the tops of tubes in sequential order.

103	104	105	106	107	108	109	200					
10	20	30	40	50	60	70	80	90	100	101	102	
205	206	207	208	209	300	301	302					
103	104	105	106	107	108	109	200	201	202	203	204	
10	20	30	40	50	60	70	80	90	100	101	102	

Using a Permanent Marker, number the tops of tubes in sequential order starting at the front of the rack, left hand corner, and working left to right. Ensure requisitions are in the same order as the samples placed in the racks.

PLEASE NOTE: Absorbent material can simply be placed inside of the biohazard bag. Wrapping around specimens is *not* recommended.