

Care Setting Process Improvement Tool : Transportation of Specimens

Functional Area: _____ Start Date: _____ Overall Auditors: _____

Module: Transportation of Specimens

Date: _____ Auditors: _____

Standard: All specimens will be collected packaged and transported safely in approved containers in line with recognised standards – Packaging Instruction 650 and 621 and requirements of UN3373 or UN3291 to minimise the risk of cross infection

Question Set: Transportation of Specimens - Transportation of Specimens

Observation: 1

	Question	Guidance	Yes	No	N/A	Comment
1	Has the organisation a procedure for specimen handling?	Check it is available where specimens are handled.				
2	Have all staff handling / transporting specimens, including reception staff, received appropriate training as specified in the procedure?	Question staff member.				
3	Are patients provided with an appropriate specimen container if required to produce specimens at home/clinic?	Ask staff member to describe procedure.				
4	Are specimens in the appropriate container for the particular specimen type?	Check 2 specimens awaiting collection.				
5	Are specimen containers sealed in a designated plastic transit bag?	Observe practice or ask a member of staff to describe procedure.				
6	Are specimens awaiting transit kept in a designated area away from the public and staff rest areas?	Visually check.				
7	Is there a designated specimen fridge available where required?	Visually check.				
8	Are specimens stored in a dedicated refrigerator which is separate to food, medicines and vaccines?	Visually check.				
9	Are specimens transported in a container that complies with (UN3373)? (110, 112)	Check container.				
10	Are specimens transported by post, labelled according to UN 3373 and packaged following IATA packing instruction 650? (110, 112)	Check SOP or ask member of staff to describe process.				
11	Are specimen transport boxes visibly clean? (85, 86)	Check inside and outside.				

Question Set Comments/Recommendations for Transportation of Specimens - Transportation of Specimens

- 85 The NHS Cleaning Manual: NPSA, 2009
- 86 The NHS Scotland National Cleaning Services Specification. In: Force HAIT, editor: NHS National Services Scotland
www.scotland.gov.uk/Publications/2004/05/19319/36643
- 110 Packaging and transportation of specimens and carriage of dangerous goods Act 2004
<http://www.opsi.gov.uk/si/si2004/20040568.htm>
- 112 The Carriage of Dangerous Goods (Classification, Packaging and Labelling) and Use of Transportable Pressure Receptacles Regulations 2004 HMSO London.
http://www.iata.org/SiteCollectionDocuments/DGR51_PI650_EN.pdf