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Step 1

Using the

pneumatic tube

system

safely

STOP —are you about to use the Pneumatic Tube System (PTS)? If so, follow these steps...



Step 2

CHECK — is your item on the prohibited items list?

If it is, do **NOT** use the PTS and arrange delivery by hand.

If it is not on the prohibited list, continue to Step 3.

PROHIBITED LIST

- Specimens which are not within a rigid primary container;
- · Any specimen in glass container
- Respiratory specimens from a patient known to have a High Consequence Infectious Disease (HCID);
- Leaking specimens;
- CSF, tissues, and other unrepeatable specimens;
- Any specimen that contains formalin/formaldehyde;
- 24-hour urine containers or any other specimen whose volume exceeds 100 mL;
- Blood gas analysis;
- Any specimen packed in ice;
- Medicines;
- · Food and drink;
- Sharps;
- Any single item over 1 kg or combined weight over 2.7 kg;

Step 3

CHECK — is your item packaged correctly/safely? If it is not, do **NOT** use the PTS and make it safe.

SAFE PACKAGING

- Specimen container is correctly and securely sealed to prevent leaks;
- Specimen container placed into sealed specimen bag;
- Specimen bags are not overfilled;
- Pods are not overfilled

Step 4 ACT — once safely packaged, use the PTS.

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Page 1 of 1

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