

Ward Use of the Pneumatic Tube System

For further details see *Operation of the Pneumatic Air Tube Transport System* in the Trust Document Library

Specimen types

The following must not be placed into the system:

Glass; sharps; formalin; specimens from patients with known or suspected TB or VHF, or recently given radioactive isotopes; samples for blood gas analysis; gynae-cytology samples; any large volume samples.

Packaging a specimen

- 1 Screw tight specimen container and label with correct patient details.
- 2 Place the container into an intact plastic specimen bag and seal the bag. Samples from different patients should not be sent in the same specimen bag.

The request form, where applicable, will be either attached to the specimen bag or placed in the external pocket of the bag. **A request form must never be placed in the same bag as the specimen.**

- 3 Place the specimen in its bag into a pod and ensure that both ends of the pod are properly closed. Do not over-pack the pod. Note:

RED pods are for pathology specimens only

GREEN pods are for pharmacy documents only

Note: Do not use damaged pods. Report concerns to Site Services on 31300.

Sending a pod

- 1 Insert the pod into the loading port.
- 2 Enter the numerical address of the destination. Use the star key to change the address if it has been entered incorrectly.
- 3 When the correct address is displayed, confirm by pressing the 'E' key. If the display shows 'Destination accepted', the pod will leave automatically when the system is free. This may take seconds or minutes.
- 4 Do not remove the pod after the transaction has been confirmed.
- 5 Wait until the green light is extinguished before loading another pod.