

Laboratory Use of the Pneumatic Tube System

For further details see *Operation of the Pneumatic Air Tube Transport System* at G:\TrustDocuments.

Pod Reception

- 1 Keep the reception box clean and well padded with foam to absorb impact from pods. Foam must be wrapped in plastic to provide a waterproof covering.
- 2 Keep a regular check on the station to ensure that pods do not accumulate or back up into the tube network.
- 3 Always examine a pod's contents through the central Perspex area for signs of contamination. Then open the pod and remove specimen(s) carefully.
- 4 If there is no contamination, return pod immediately to its sender.
- 5 If there has been a leakage into the pod, follow the decontamination procedure described in the laboratory protocol.
- 6 If the leak has contaminated the outside of the pod:
 - a. **Do not enter any further pods into the system**
 - b. Contact Site Services immediately on 31300 and tell them, i) the receiving station number; ii) the sending station number (if known); iii) the type of spill (i.e. specimen type and suspected amount; iv) the time the contaminated pod arrived or was first noticed.
 - c. Out of hours contact Switchboard and ask for Duty On-call Site Services Supervisor. The affected part of the system will then be closed down.
 - d. Decontaminate the pod according to the laboratory's spillage policy.
 - e. Process or discard the specimen. (See laboratory policy for leaking samples)
 - f. In addition to a lab coat, always wear gloves when handling a pod or any contaminated part of the system.
 - g. Dispose of all clean-up materials in a yellow bag or bin.
 - h. Report the incident on Datix.

Returning Pods

- 1 Always return pods to the sending ward or department as soon as possible after delivery. Use the auto-return tube (if not working, report to Site Services on 31300)
- 2 Insert the pod into the loading port and 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. Do not remove the pod.

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