

SPECIMEN RECEIVING TOUR CHECKLIST

Trash bins

What types of engineering controls are in place?	
Covered or open top? (circle one)	
Location of trash bins	
Trash bins under the counter? (circle) Yes No	
Is trash sequestered?	How long?
What type of trash is sequestered? (circle) All Recycled Biohazard	
What type (manufacturer) of bins do they use?	

Receiving Area:

What types of engineering controls are in place?
Items on desks/tools

Lip/edge:
Contained workspace (topper):
Standard receiving and processing desk/cubicle:
Visual and audio cues for PTS
Storage space: RT, Refrigerator and Freezers
Prioritization of specimens coming in?
Do you restrict access?
How do you maintain crowd control?
Shared specimens (do you accept shared specimens or require 1 test per tube?)

Courier:

What types of engineering controls are in place?
Signage
Drop off and pick up locations
Do lab staff sign for drop off and pick up of specimens to couriers? Do they electronically sign or on paper?
Scheduled/pick up drop offs
Do couriers announce or verbally check in with lab staff?
How many courier providers (scheduled, on call, stat)?

Transport of specimens

PTS, hand delivered, cart?
