| American Red Cross Biomedical Services | Doc No 18.4.flw02 | Version 1.0 |
|---|---|---|
| **Process Flow:** **Process Samples for Testing** | | |

# Process Map:
# Process Samples For Testing

Sample Receipt

Accession

Centrifugation

Sample Suitability Evaluation

Sample Retrieval

Shipment of Samples

Sample Disposition

**Sample Receipt** | **Accession** | **Centrifugation**

**Sample Processor**

Start

Receive shipment from customer

Do samples need to be transferred to another facility?
18.3.60, 18.3.84, 18.4.std03 — **YES** → A

**NO**

Evaluate shipment
18.3.15

Is shipment suitable? — **YES** → Compare shipping documents with samples

**NO**

Investigate and Resolve

Are there any discrepancies?

**YES** → Notify customer
SOP # NTL9007 → END

**NO**

Accession samples into computer system
18.3.23

**Centrifuge Operator**

Perform daily maintenance
8.3.48, 8.3.49

Centrifuge samples
8.3.43, 8.3.46 → B

## Sample Processor

**B**

Evaluate samples for suitable conditions
18.3.17

Transfer sample, if necessary
18.3.20

Is HemoCue testing required? — **NO** →

Is one tube suitable for testing? — **YES** →

Contact Customer
SOP # NTL9007 → END

**NO** ↑

Which tube decapping method are you using? — **Manual** →

Need to decap under a fumehood? — **NO** →

Decap tubes manually →

Forward samples and paperwork to testing/QC staff

**C**

## HemoCue Photometer Operator

**YES** ↓

Perform daily maintenance
8.3.47 →

Perform HemoCue testing
8.3.55

## SafeAire Fume Hood Operator

**YES** ↓

Perform daily maintenance
8.3.51 →

Decap tubes under fumehood
8.3.45

## PLUGGO Decapper Operator

**Automated**

Perform daily maintenance
8.3.50 →

Decap tubes using the PLUGGO
8.3.44

Process flow diagram with swimlanes:

**Phases (top):** Sample Retrieval | Shipment of Samples | Sample Disposition

**Swimlane: Post Test Processor-Confirmatory/Supplemental**

**Swimlane: Post Test Processor-Nucleic Acid Testing**

C → Do samples need additional testing?
- YES → Prepare samples for additional testing 18.3.18, 18.3.22 → Need to print barcodes for tubes?
  - NO → (Ship frozen or liquid samples)
  - YES → (down to Keyboard Print Station Operator)
- NO → (down to Sample Disposer)

**Swimlane: Keyboard Print Station Operator**

Change Ribbon, replace labels, or calibrate 8.3.52, 8.3.53, 8.3.54 → Generate labels using the keyboard printstation or equivalent 8.3.42 → (back up to Prepare samples for additional testing)

**Swimlane: Shipper**

Ship frozen or liquid samples 18.3.14, 18.3.19, 18.3.60, 18.3.84, 18.4.std03 → Samples need to be disposed?
- NO → END
- YES → (to Dispose samples)

A → Ship frozen or liquid samples

**Swimlane: Sample Disposer**

NO → Dispose samples 18.3.21 → END