Title: Procedure for Processing Broken or Cracked Specimen Collection Tubes in U01 Sample Check-in Receipt.

Purpose: To aid the laboratorian in safely processing broken or cracked specimen collection tubes upon sample check-in receipt.

Procedure:
1. Upon receipt, if a sample tube is broken or cracked, observing Universal Precautions, carefully place the tube in a covered polypropylene urine cup on dry ice and notify the Senior technologists or Lab Manager immediately.

2. An evaluation is to be made on a per tube basis depending upon the extent of the damage to the specimen collection tube to determine if further action is required.

3. Options include the following:
   a. If the skirt of the 5 mL Dot tube is broken, record the occurrence and do not thaw the specimen and transfer to a second tube.
   b. If the actual bottom of a tube is cracked or parts of the plastic are missing, record the occurrence and thaw it in a covered polypropylene urine cup in the Kelvinator. Peel the original label from the tube and place it onto a second tube and then transfer the specimen using a transfer pipet.

4. Record the specific broken or cracked tube SID and the subsequent action taken in the CLASS Website. If the sample has not yet been logged into the Website, refer to the Procedure for U01 Sample Check-In. If the sample was previously logged into the Website, open the CLASS Website, http://swan.class.sph.umich.edu, using using the web browser Mozilla Firefox and log on using the assigned name and password. If there are any questions regarding passwords, contact the Lab Manager or Manager of Information Technologies. Go to Sample, Edit Sample Record, type in the SID, click the radial button on the right hand side to enable the change and select the appropriate comment; i.e., thawed, damaged tube.

5. Include the broken or cracked tube or thawed sample information in the e-mail confirmation message to the site. Please refer to the Procedure for U01 Sample Check-In for generating this message or the CLASS Manager.