

Pneumatic Tube System – Laboratory Key Reminders

Updated: 03/2026

RESOURCES

- Policy on PolicyTech: [Pneumatic Tube System v.3](#)
- [Laboratory Specimen Collection Policy](#)
- MyTools Page: [Pneumatic Tube System](#)

TROUBLESHOOTING / PROBLEMS – CONTACT FACILITIES

For ALL issues, concerns, status updates, downtimes and to report problems, spills or leakages:
Contact - Service-2-Facilities, 614-293-8645

KEY REMINDERS

- DO use a **biohazard bag** for safety transport
- DO NOT place specimens in gloves for transport
- Send specimens directly to appropriate testing laboratories:
 - **Critical Care Laboratory/Central Processing: 230, 330, 430, 602, 603**
 - **James Stat Laboratory: 398, 375**
 - **Transfusion Services/Blood Bank: 231**

Do not send in the PTS – General Items:

- Any item(s) weighing greater than 7 lbs. or greater than or equal to 1 liter
- Empty blood bags, IV sets, or solutions suspected to be implicated in a possible transfusion reaction
- Any needles or sharp items
- Contaminated medical equipment or devices
- Surgical instruments
- Drink or food items
- Money, checks or patient valuables

Do not send in the PTS – Laboratory Related:

- Specimens requiring **consent to obtain**
 - **Tissue or pathology specimens** obtained via surgical procedure, spinal taps, fine needle aspirations, biopsies etc.
 - Specimens preserved in formalin or alcohol
- Samples at **high risk of spilling, leaking, breaking**
 - Examples: urine cups, glass slides, any test collected in a glass vacutainer, stool samples – especially watery stool specimens
- **Platelet testing: PFA (platelet function screen), P2Y12, and Platelet aggregations**
- Specimens collected in a **syringe MUST be hand delivered to the laboratory**
 - Including, not limited, to ABG, VBG, whole blood potassium, etc. These have a high risk for spilling and could be clinically impacted by the pneumatic tube system
 - Laboratory approved EXCEPTION: Cord Blood Specimens for neonates
- Specimens for **Prion/CJD Testing - ISBAR**
- Catheter tip cultures

SPECIAL INSTRUCTIONS

- **Liquid Respiratory Samples:** Liquid respiratory specimen container lids should be additionally secured with **tape or parafilm** and **double bagged** if being sent via the PTS (i.e., BAL, sputum, specimens collected in VTM, etc.)
- **Specimens with ICE:** Specimens that require ice are to be double bagged. Place labeled specimen in the side pocket of the biohazard bag that contains ice and then place into a second bag. Ensure both bags are tightly sealed to prevent leakage.
- **ROTEM Testing Samples:** Samples for ROTEM testing: in a biohazard bag should be placed between the foam insert and tied using a rubber band to minimize the movement and maintain the specimen integrity – [See TIPS Sheet](#)
- **Transfusion Services / Blood Products - ONLY validated** tube stations can be used for blood products
 - For requests for additional validated stations – please contact Nicholas.Polzin@osumc.edu – Transfusion Services Manager

