

Bone Marrow Collection Assist Agreement – UCH Clinical Laboratory

Trained laboratory staff are able to assist with bone marrow collections for the following areas at the following frequencies:

- Inpatient Units - collections ordered by UCD Fellows
 - Monday through Friday, 8:00am-2:00pm
- Bone Marrow Transplant – Outpatient (Collections performed in the Spine/Pain Procedural Clinic)
 - Tuesdays and Thursdays, 8:00am-3:00pm
 - Note: Please make every effort *not* to reassign the patient in EPIC until after 8am. Lab staff are unable to view these scheduled collections if they are reassigned in EPIC.
- Bone Marrow Transplant – Inpatient
 - Monday, Wednesday, and Friday, 1:00-3:00pm (schedule in shared calendar)

Important items of note:

- **Scheduling via phone**
 - Contact the shift supervisor at 720-848-7796 or page 303-266-4888 to request collection assistance from the laboratory.
 - Procedures must be scheduled and called to the lab at least 24 hours in advance to ensure a lab team member is available to assist. Procedures scheduled less than 24 hours in advance are subject to declination by the collection assist team.
 - When calling to schedule a collection assist, please provide the patient information (name, MRN, room number) and the collector's contact information (name, phone number, pager number).
- **Scheduling via shared calendar**
 - If schedule modifications are made to the shared calendar less than 24 hours in advance, please notify the lab when the updates are made. The lab does not monitor the shared calendar on a real-time basis, and the updates will allow us to plan/commit accordingly.
- **Procedure delays**
 - Procedures that are delayed by 20 minutes or more are subject to cancellation of collection assistance. This includes delays that are communicated verbally (i.e. lab staff calls from the lab to determine if the 3pm procedure is slated to start at 3pm and it is determined that the procedure will start at 3:30pm). If a delay of 20 minutes or more is present, the lab leadership will evaluate current staffing levels to determine if the lab can assist.
- **Ordering**
 - Laboratory personnel are great resources but are unable to determine what orders are needed for the patients. If there are ordering questions, please work with the ordering provider.
 - The following order sets are available in EPIC

Bone Marrow Collection Assist Agreement – UCH Clinical Laboratory

- Inpatient – UCH IP BMBX – Order set 3040100678
- Outpatient – UCH OP BMBX – Order set 210700678
- **Core samples**
 - If a core sample is being tested in multiple locations (e.g. UCH, Hematologics, Children's Hospital, etc.), each lab needs its own sample. Collect multiple core samples or cut the core into the number of pieces needed for the orders.
 - Laboratory personnel are not trained to cut core samples. If uncut samples are submitted for multiple locations, the laboratory will contact the ordering unit and will request that they come to the laboratory to cut the sample into multiple segments prior to sending it out for testing.
- **Supplies**
 - The Laboratory supplies bone marrow sample kits upon request. Laboratory personnel will bring a bone marrow sample kit when assisting with a collection. Please note that the sample kits do not include all necessary supplies for the collection.
 - The laboratory will provide the following supplies for each collection:
 - 2 sterile containers containing 10 mL 10% neutral buffered formalin (used for core and clot in Pathology).
 - 1 Starstedt 5mL test tube (12x75 mm) containing 200uL of 5% EDTA additive (a 5ml EDTA purple top tube can be substituted).
 - Biohazard bags labeled specifically for testing locations (e.g. Pathology, Clinical Laboratory, Cytogenetics, etc.)
 - In the event of a dry tap, tubes containing RPMI are available in the Clinical Laboratory and BMT Pharmacy upon request. Please note that RPMI is stored frozen and requires a thaw period before use.
 - *Additional supplies that may be needed and are not provided by the lab are listed below. These supplies are available at the BMT pharmacy.*
 - *Sodium heparin and EDTA tubes*
 - *Xylocaine, heparin (for tissue banking)*
 - *20ml syringes*
 - *Antibiotic salve, alcohol pads and Chloraprep swabs*
 - *Telfa pads*
 - *sterile gloves*
 - *envelope and slides for touch preps*
 - *Drill*

Bone Marrow Collection Assist Agreement – UCH Clinical Laboratory

- Collection requirements:

Testing Department	Collection Requirements		Ordering Information
	Sample Source	Collection Container	
Pathology	Aspirate	1-2ml EDTA blue lid tube (processed in Heme Lab)	Order in EPIC, Obtain requisition from printer
	1-2 ml clot	Formalin	
	Core biopsy	Formalin	
Cytogenetics (FISH) Colorado Cytogenetics Lab 303-724-5701	1-2ml aspirate	6 ml Na hep tube	
	Core biopsy (alternate source)	Flow transport media (RPMI)	
Molecular Diagnostics - Children's 720-777-2725	1-2ml aspirate	EDTA tube	Order in EPIC; Label with EPIC barcode labels (Extra labels? Make sure they go in the bag with the sample.)
	Core biopsy (alternate source)	Flow transport media (RPMI)	
Flow Cytometry	1-2 ml aspirate	7 mL dark green sodium heparin tube (no gel)	
	Core biopsy (alternate source)	Flow transport media (RPMI)	
Hematologics (MRD)	1-2 ml aspirate	7 mL dark green sodium heparin tube (no gel)	
	Core biopsy (alternate source)	Flow transport media (RPMI)	
Dry tap? Please consult with attending physician to determine next steps.			