

## Bone Marrow Sendout General Guidelines

St. Louis Children's Hospital Core Laboratory requires that bone marrow samples be received in the Core Laboratory no later than 15:00. This requirement allows the Core Laboratory send out staff to have sufficient time to:

- Allow Core Laboratory staff the time to meet courier (i.e. Fed-Ex, Mayo) pick up times.
- Determine if these samples can be sent out that day.
- Determine how the samples need to be stored if they cannot be sent out.
- Allows for time to contact reference laboratories during normal business hours.
- Allows for time to contact providers and researchers during normal business hours.

If a sample is anticipated to be received after 15:00, contact a laboratory supervisor to ensure all efforts can be made to process and ship this sample in a timely manner.

If sample is collected on Friday, confirm reference laboratory can perform testing on Saturdays.

When hand delivering samples, document in the Specimen Drop Off Log date, time, type of specimen, number of specimens, courier, name of patients and tube types. **Verbally communicate to laboratory staff member** bone marrow sample has been dropped off.

If you have any questions or concerns, please contact laboratory leadership. This can be found on the home page of the SLCH Laboratory Test Guide Book.