

Komen Tissue Bank -- Tissue Collection Event

Date created/revised: October 10 , 2017

Specimen Runner Job Description

1. Stand where you can easily see the phlebotomy stations or several exam rooms depending on your assigned post.
2. **Wear protective gloves at all times when handling specimens.**
3. When a phlebotomist or Surgeon Assistant calls for a runner, receive the sample, put the room number post-it note on the cup, and take it **immediately** to the lab processing area. (the room number post-it note will be on the outside of the door)
4. If the Phlebotomist is unable to draw blood, please take all tubes in plastic bag to the lab and inform the Lab Area Lead that no blood sample was obtained for that barcode.
5. Return to your post to wait for any additional samples.

Tissue samples will be in a cup with a lid. **Be sure the cup has a barcode number on it before taking it to the lab area.** If it does not have a barcode label, ask the surgeon assistant to place the appropriate label on it.