

Dry Ice Distribution v2.1
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148355.257 Dry Ice Distribution

Copy of version 2.1 (approved and current)

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Printed By Brittany Houghton-Depietro
 Technical Assistant (M07740)

Organization Bassett Medical Center Lab

Approval and Periodic Review Signatures

Type	Description	Date	Version	Performed By	Notes
Approval	Lab Director	5/23/2022	2.1	Samantha Davenport MD Service Line Chief (M03764)	
Approval	Lab Director	4/21/2022	2.1	John Fisk MD Clinical Laboratory Director (M08480)	
Approval	Lab Director	4/18/2022	2.1	Simha Sastry MD Clinical Laboratory Director (M06625)	
Approval	Lab Director	4/15/2022	2.1	Valerie Bush PhD Clinical Laboratory Director (M05512)	
Approval	Lab Director	4/15/2022	2.1	Timothy Chapman MD Clinical Laboratory Director (M11669)	
Approval	Lab Director	4/15/2022	2.1	Ghazala Nathu MD Clinical Laboratory Director (S00134)	

Version History

Version	Status	Type	Date Added	Date Effective	Date Retired
2.1	Approved and Current	Initial version	4/14/2022	5/23/2022	Indefinite

DRY ICE FOR USE OTHER THAN THE CLINICAL LABORATORY

The Clinical Laboratory maintains a supply of dry ice for laboratory use. A standing order shipment is received Monday - Friday, excluding holidays at Bassett Medical Center Laboratory and Monday/Wednesday at A.O. Fox Hospital Laboratory. This supply is sufficient to meet laboratory needs for courier runs and specimen shipping. Sometimes there are requests for dry ice from other departments and non- Bassett persons.

NOTE: If the request is for non-Bassett use, make sure that it is not going to be used near food or placed/stored in a food container. The dry ice that is stored in CLP has the potential to be contaminated. If dry ice is requested for food, it must be ordered in addition to the regular delivery and may NOT be added to the dry ice cooler.

- Request is made to Laboratory Customer Service or CLP. The following information is needed.
 - Who and what department is requesting? -When do they need it?
 - How much are they requesting? -What cost center is to be charged?
 - What is it to be used for?
- If the request is for a small amount (<25 pounds) and there is plenty in the cooler, the requester can come to the laboratory with their own container and weigh out what they need. Then they must fill in all of the information on the "Dry Ice Charge" board by the cooler.
- If a large amount (25 or more pounds) is needed, it will be necessary to order extra on the next shipment. It comes in a 50-pound box of pellets. If the requester wants less than 50 pounds, order one extra box and the laboratory will keep the extra. The requester will be responsible for coming to the laboratory with their own container to get what they need. They must fill in all of the information on the "Dry Ice Charge" board by the cooler.
- If 50 pounds or more is needed, order the appropriate number of boxes. The extra boxes will be delivered to CLP, who should notify the requesting department immediately upon arrival (see below "When ordering extra blocks").
- If the requester is a non-Bassett person or the dry ice is for a non-Bassett use (school science project etc.), make sure that they are aware that the dry ice has the potential to be contaminated. The person will need to bring their own container and must pay for it when they pick it up. Remind them to bring the correct amount since the laboratory does not have cash for change. The CLP personnel will weigh out the amount of dry ice needed. The current price per pound can be obtained from the Laboratory Billing personnel. When the transaction is complete, give them a copy of a receipt; See Appendix A: Dry Ice Receipt.
- Continental Carbonic supplies the Dry Ice to New England Same Day courier service, and they deliver to Bassett Medical Center and A.O. Fox. The contact is Walter McKelvey at 860-328-0585.
- **WHEN ORDERING EXTRA BOXES:**
 - Give date, amount, department, and cost center information to the laboratory billing personnel.
 - Inform CLP and Laboratory Customer Service of the specifics.
 - Dry ice will be delivered to the lab via courier. Upon arrival, CLP will call the ordering department or person to notify them the ice is available for pickup.

