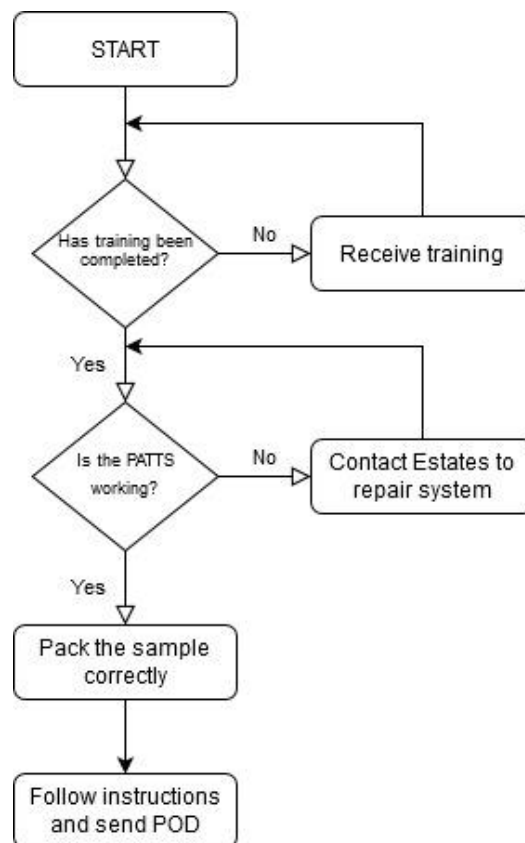


Pneumatic Air Tube Transport System (PATTS) – User Guide

(Version 1.0 – March 4th 2021)

- No one is permitted to use the system unless they have received approved training
- Ensure that the sample container is fully sealed and undamaged to prevent leakage in transit
- Place the sample into a fully sealed leak-proof sample bag
- Pack the sample in the carrier ('pod') between paper towels or other absorbent material placed at either end to provide a buffer against shocks to the carrier
- Ensure the lid is fully closed and that nothing is trapped
- Enter destination or destination code
- Place carrier in station and remove hand immediately

Pneumatic Air Tube Transport System Basic Operational Flow Diagram



Safety Notes:

There is a serious risk of physical and electrical injury if the pneumatic tube system is used for any purpose other than that intended.

- Do NOT reach into the openings of the stations and devices – never attempt to remove jammed carriers by force or move motor operated parts of the station or the devices by hand
- Do NOT attempt to open or repair any faults with system; maintenance and servicing should be performed by trained specialists ***only***
- No foreign objects and fluids must enter the openings of the stations or devices - protect all parts against wetness, humidity and condensate
- Report all faults to the Estates Helpdesk

Appendix A: Exclusion List

The Pneumatic Air Transport Tube System MUST NEVER be used to transport the following:

- **BLOOD COMPONENTS or BLOOD PRODUCTS** for transfusion
- **CLINICAL WASTE** including needles or other sharps, used transfusion bags & plasma bottles
- **DAMAGED MATERIALS AND CARRIERS ('PODS')**
- **DIAGNOSTIC EQUIPMENT** including glucose monitors etc.
- **HIGH-RISK SAMPLES** including specimens from patients known or suspected to have certain infectious diseases:
 - Anthrax (*Bacillus anthracis*)
 - Brucellosis (*Brucella spp.*)
 - CJD / Creutzfeldt-Jakob disease and other Prion diseases / TSE agents
 - Coccidioides / paracoccidioides and other dimorphic fungi
 - Coronaviruses (Novel), including COVID-19
 - Dysentery (caused by *Shigella dysenteriae*)
 - Enteric fever – see Typhoid / Paratyphoid fever
 - Faecal samples from patients with Haemolytic Uraemic Syndrome, VTEC (e.g. *E.coli* O157) etc.
 - Melioidosis (*Burkholderia mallei* or *pseudomallei*)
 - MERS / Middle East Respiratory Syndrome
 - Plague (*Yersinia pestis*)
 - Pleural or respiratory fluids from patients with TB (*Mycobacterium tuberculosis*)
 - SARS / Severe Acute Respiratory Syndrome
 - Typhoid / Paratyphoid fever (*Salmonella* Typhi or Paratyphi A, B or C)
 - Tularaemia (*Francisella tularaemia*)
 - VHF / Viral haemorrhagic fever (e.g. Ebola, Lassa, Marburg etc.)
- **LARGE LIQUID VOLUMES**
- **GLASS CONTAINERS** including **BLOOD CULTURE BOTTLES**
- **MEDICINES or CYTOTOXIC DRUGS**
- **PERSONAL BELONGINGS or FOOD & DRINK**
- **SPECIMENS CONTAINING FORMALDEHYDE (FORMALIN)** e.g. Histology specimens
- **SPECIMENS THAT MUST BE KEPT ON ICE**
- **SPECIMENS THAT MUST BE KEPT WARM:**
 - Cold Agglutinin Titre
 - Cryoglobulin measurement
- **SPECIMENS AFFECTED BY ACCELERATION / DECELERATION:**
 - Platelet function tests
- **TISSUE SAMPLES FOR FROZEN SECTIONS**

NOTE: Please for queries contact Simon Lewis (Chief Biomedical Scientist – Health, Safety & Resilience) (Simon.Lewis8@nhs.net / 01273 696955 #67664)