

## EC Highlights: Pneumatic Tube (P-Tube) Use



Q: Approximately how many pneumatic tube system transactions are processed each month?  
A: About 20, 000!!

The Pneumatic Tube System is an important tool used 24/7 to transport approved items throughout our Healthcare areas. The system has a dedicated Facilities Technician and is set on a preventative maintenance schedule. The allocated budget has allowed for system improvements, equipment upgrades and mechanical updates along the way.

To maintain system efficiency and avoid the most common user errors, review the following quick tips:

- **DO NOT OVERLOAD CARRIERS**

- ✓ For 4 inch carriers, the load may not exceed 100 grams or 100 ml.
- ✓ For 6 inch carriers, the load may not exceed 1000 grams or 1 L.



- **SEND ONLY APPROPRIATE CONTENTS**

- ✓ Do not send:



- ◇ Glass (except for glass ampoules enclosed in a sealed bag)
- ◇ Blood culture bottles
- ◇ Stool samples
- ◇ Controlled substances

- **MAKE SURE SAMPLES ARE PACKED CORRECTLY**

- ✓ Samples and matching requisitions must be placed in a bio-hazard bag and packed inside the carrier to minimize movement.
- ✓ Heated or iced samples must be double bagged.

- **DO NOT REMOVE FOAM FROM CARRIERS.**

- ✓ Foam must be in place to prevent sample breakage.

- **IS THE CARRIER COMPLETELY CLOSED? DID YOU HEAR A "SNAP"?**

- ✓ Do not overfill the carrier. It must be able to securely close and latch.
- ✓ Open carriers jam the system, causing delays, leaks and contamination.



- **RESOURCES**

- ✓ [Pneumatic Tube System Use Procedure](#)
- ✓ [Pneumatic Tube System Users Manual](#)
- ✓ Report problems and concerns to the **Facilities Triage Center at 6-0000**