Purpose
This document describes the proper method of preparing base solutions and Rapid Fill Syringes.

References

Scope
This SOP applies to staff members involved in preparation of phenylephrine syringes in the Central IV Room staff.

Allowable Exceptions
This SOP is meant to be followed without deviation.

Procedure
Obtain the following items:

- 2 X Phenylephrine 10mg/ml 5 ml vials
- 1 X 1000ml Sterile Water Bag
- 1 X Rapid-Fill Tube Set
- 1 X Finished Syringe Bag

Rapid Fill Syringes (Approx. 100)  
Expiration: 30 days

Directions
1. In a beige bin place the phenylephrine, sterile water and a label (See below).

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VANDERBILT UNIVERSITY MEDICAL CENTER
Phenylephrine Syringe Base Solution

PHENYLEPHRINE   10.5ML
STERILE WATER   1050ML

FOR PHENYLEPHRINE SYRINGE PREPARATION ONLY

PREP:_________ EXP:_________
PREP BY_________ CHECKED BY_________
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2. Draw up a total of 10.5 ml of phenylephrine and add to sterile water.
3. Send the base solution with the appropriate label (see below) out to the pharmacist for verification. (Base expiration: 24 hours)
4. After verification by the pharmacist, the base solution will be sent back into the clean room.
5. Follow the instructions for operation of Rapid-Fill ASF, spiking the base solution as the Source Container.
6. Set Parameters as follows:
   Select Label (F1)/arrow down to correct label/TAB OVER to modify label
7. **(DO NOT CHOOSE EDIT F2)** Lot #:
   PHEN + date        Expiration date: 30 days
   Barcode: 000000000001 (verify)
8. Hit Select (F1) Tab down to fill in:
   # of syringes to be filled: 100
   a. Volume of Syringe: 10.2 ml
   b. Volume of Source Container: 1060 ml
   c. Pause after 1 syringe
9. Select Prime (F2)
10. Select Run(F1)
11. Send out first syringe to be verified by pharmacist
12. Select Continue (F1) to finish batch (after pharmacist verifies syringe)
13. Perform sterility testing on a random syringe (not priming syringe) after batch has run.
14. When batch is complete, discard source container and tube set.
15. Add auxiliary labels to syringes

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**D. Training**

1. Each staff member receives or has direct access to applicable Standard Operating Procedures (SOPs).
2. New staff is trained on applicable SOPs and related activities