Name of Policy: Specimen Handling in the Laboratory
Policy Number: 3364-107-116
Department: Pathology-Laboratory
Approving Officer: Chief Executive Officer-UTMC
            Director, Clinical
Responsible Agent: Pathology/Hematopathology
            Administrative Director, Lab
Scope: Pathology-Laboratory

Effective Date: 2/10/2017
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(A) Policy Statement
Specimens and aliquots of primary specimens are positively identified, appropriately labeled and stored if used for laboratory testing.

(B) Purpose of Policy
To ensure specimen integrity and accurate test results.

(C) Procedure
1. Always match two patient identifiers to specimen and requisition when applying LIS labels to a primary specimen container (blood urine or other type specimen). Acceptable identification items include patient first and last name, MRN, encounter number, social security number or date of birth.
2. LIS labels specific for tube type, test and accession number should be applied and oriented appropriately (bar code straight and near the stopper end of the tube).
3. Specimens that are aliquoted or separated from the primary specimen container must be identified with two matching patient identifiers. Directly compare the primary container to the labeled aliquot tube and match the two identifiers to ensure positive identification.
4. Prepare aliquots one at a time to avoid misidentification.
5. When contents have been poured or pipetted from the primary specimen container, NEVER return or dispense specimen back into the primary specimen container.

Approved by:

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Review/Revision Completed By:
Cynthia O'Connell – Administrative Director - Lab

Review/Revision Date:
6/10/2008
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Next Review Date: 2/10/2019

Policies Superseded by This Policy: OP-16