Name of Policy: Collection and Identification of Specimens Policy Number: 3364-108-301 Approving Officer: Senior Hospital Administrator Director, Blood Transfusion Service Responsible Agent: Blood Transfusion Service Supervisor Administrative Director, Lab Scope: University of Toledo Medical Center Pathology/Laboratory – Blood Bank	UTOLEDO HEALTH Effective date: 03/07/2025 Original effective date: 08/1986
Key words: Collection, Identification, Blood Type, Type, Screen, Specimens	

☐	New policy proposal	☐	Minor/technical revision of existing policy
☐	Major revision of existing policy	X	Reaffirmation of existing policy

(A) Policy Statement

The Blood Transfusion Service uses a unique system of patient and specimen identification. The system consists of a Blood Bank patient bracelet containing a unique Blood Bank armband number with corresponding numbered specimen labels for all pre-transfusion testing. Labels from the LIS system may be used for non-transfusion testing.

(B) Purpose of Policy

To provide two independent identifiers linking the patient identification on the pretransfusion testing specimens to the crossmatched units and the intended transfusion recipient.

(C) Procedure

(1) Specimens for Compatibility Testing

(a) The specimen required for pretransfusion testing is one 6-mL EDTA pink stoppered tube. The minimum amount required is 2 mL whole blood in EDTA tube for uncomplicated crossmatch.

(b) Specimens for pre-transfusion testing must be labelled using the label from the GREEN Blood Bank Armband system. Pre-transfusion testing samples labelled with the LIS label are unacceptable and will be rejected. The following information must be contained on the label:

(i) Patient first and last name
(ii) Medical Record Number (MRN)
(iii) Time and date of the collection
(iv) Initials of the collector are documented either on the tube or are traceable in the LIS.

(c) Specimen tubes must be labelled at the patient's bedside.

(d) The collector must attach the GREEN Blood Bank patient bracelet to the patient at the time of specimen collection.

NOTE: Specimens collected for other lab tests and relabeled at another time for compatibility testing are unacceptable.

NOTE: See Attachment #A "Specimen Collection for Blood Transfusion Testing" for complete instructions and examples of how the GREEN band system is used.

(e) When the specimen is received in Blood Bank, compare the identification information on the "Request for Blood Transfusion" form or LIS specimen collection labels to the identification information on the specimen and confirm the information is in agreement prior to specimen acceptance (Log-in).

(f) Verify the date and time collected are on the specimen. This information may be obtained and verified by the collector and filled in by BTS personnel if not completed. However, if discrepancies or doubt about the identification of the specimen exist, a new specimen must be obtained.

(g) When variances in the specimen collection process are noted, the collector receives a copy of Attachment A for re-education.

(h) A blood type only (ABO/RH) must be completed and entered into BBIS prior to transfusion of type-specific plasma. A blood type only (ABO/Rh) should also be completed for patients receiving pooled cryoprecipitate or platelets.

(i) A labeled, anticoagulated specimen in its original container from another department in the laboratory may be used for this test since crossmatches are not required for transfusion of platelets, plasma, or cryoprecipitate.

NOTE: Aliquot tubes are unacceptable for testing. All specimens must be in the original collection container.

(2) Specimens for Other Blood Transfusion Service Tests

(a) Green ID system Blood Transfusion Service labels are not required for specimens collected for tests other than compatibility testing. However, all specimens must be in original, stoppered containers and labeled with the following information:

(i) Patient's first last name
(ii) Medical Record Number (MRN)
(iii) Time and date of collection.
(iv) Initials of the collector are documented either on the tube or are traceable in the LIS.

NOTE: Aliquot tubes are unacceptable for testing. All specimens must be in the original collection container.

(3) Retention of Specimens

(a) All specimens tested in the Blood Transfusion Service shall be retained for a minimum of 21 days.

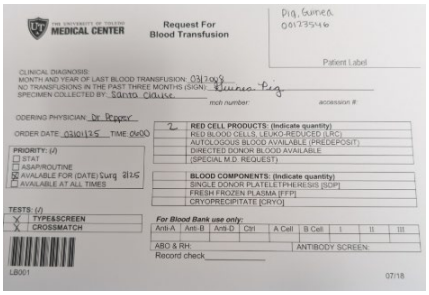
(b) If the recipient has had no pregnancy or transfusion in the preceding 3 months, specimens may be collected for Pre-Admission testing up to 30 days prior to surgery. These specimens are held for at least 7 days after transfusion.

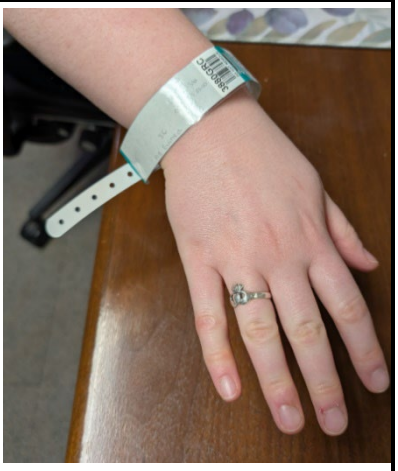
(D) References

(1) AABB Standards for Blood Banks and Transfusion Services, current edition.

Approved by: /s/ _____ Lauren Stanoszek, M.D. Assistant Professor Director, Blood Transfusion Service 3/1/2025 _____ Date /s/ _____ Russell Smith Pharm D, MBA, BCPS, CPEL, FACHE Senior Hospital Administrator 3/7/2025 _____ Date *Review/Revision Completed by:* Danielle Weilnau MLS(ASCP)^{CM}	Policies Superseded by This Policy: • *None* Initial effective date: 08/1986 All Review/Revision Dates: 6/96 1/98 3/99 7/00 9/02 1/05 1/2008 6/9/2008 3/22/2011 3/01/2013 3/2/2015 3/1/2017 4/25/2018 3/1/2019 3/1/2021 3/20/2023 03/07/2025 Next review date: 03/07/2027

Attachment A – Blood Bank Specimen Collection Instructions

Procedure	Explanation	Additional Information
1. Obtain completed "Request for Blood Transfusion" form and/or lab order in the LIS.	1. *Use to verify identity of transfusion recipient.*	
2. Obtain green ID band/ ID numbers.	2. *Use to identify transfusion recipient, pretransfusion testing specimen and compatible blood units.*	
3. **Identify patient**. Ask patient to state, "own name." **Verify identity** by checking name and MRN on hospital ID band. **Scan** the patient's hospital armband into the LIS to verify patient identification and print specimen label. **Compare** this information with the patient identification and/or the "Request for Blood Transfusion." **Do not proceed until discrepancies are resolved.**	3. *Positive identification of the transfusion recipient and the specimen used for pretransfusion testing is a crucial step in the transfusion process.*	
4. Complete all requested information on label of GREEN Blood Bank band using ball-point pen including Patient first and last name, MRN, collection Date/Time. Initials of the collector must either be on the tube or traceable in the LIS. Double check all handwritten labels for accuracy. Specimens with labels containing clerical errors are unacceptable. **NOTE:** Specimen label must contain FULL first and last name. (ex. John Smith is acceptable, J. Smith is unacceptable)	4. *All information on the Blood specimen label must be completed and must not contain clerical errors.*	
5. Withdraw blood for LARGE 6 mL pink top tube. Peel the completed label (top copy) from the band and	5. ***Tubes must be labeled before leaving the patient's bedside.***	

apply completed label to the tube so as not to obstruct the contents of the tube. If additional tubes are obtained, label with Blood ID number stickers, patient name, hospital number, date, and time. Initials of the phlebotomist must either be on the tube or traceable in the LIS.	*Minimum specimen is 2 ml blood in a pink top tube.*	
6. Place clear plastic cover over label on wristband. Apply the band to patient's wrist or ankle, size to the patient and insert peg through hole in band. Fold tab over and secure to peg with snap. Do not apply to a shunted extremity of a renal patient. **Instruct patient not to remove band**.	6. *Patients without a Blood ID band cannot be transfused with crossmatched blood until a properly identified specimen is obtained and tested.*	
7. Place Blood ID number on "Request for Blood Transfusion" and sign request under "Specimen collected by:" if PAT. If the patient is not collected PAT or the "Request for Blood Transfusion" is not signed, collector must be traceable in the LIS.	7. *Collector must be identified.*	
8. Send specimen, request (if applicable), LIS label, and extra Blood ID numbers to laboratory.	8. *Compatibility testing cannot proceed until a "Request for Blood Transfusion", or LIS label is received to verify patient and specimen identity.*	

If a patient has been transfused or pregnant within the preceding three months, or the history is uncertain or unavailable, the specimen used for crossmatch must be obtained from the patient within 3 days of the scheduled transfusion, the day of draw counting as day 0.

All testing must be repeated on each specimen submitted with a request for compatibility testing.

If a patient has not been transfused or pregnant within the last three months, a pre-admission testing specimen may be drawn up to 30 days before a scheduled surgery and used for crossmatch up to 2 days after surgery.