Name of Policy: **Specimen Handling in the Laboratory** **Policy Number**: 3364-107-116 **Approving Officer**: Medical Director, Clinical Pathology **Responsible Agent**: Director, Clinical Pathology Administrative Director, Lab **Scope**: Pathology Laboratory University of Toledo Medical Center	UTOLEDO HEALTH **Effective date:** 01/04/2025 **Original effective date**: 11/15/2007
Key words: Specimen identification, labeling aliquots, patient identifiers, storage, results accuracy.	

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

(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: /s/ _____ Name: Amira Gohara, M.D. Title: Medical Director, Clinical Pathology 1/10/2025 _____ Date *Review/Revision Completed by:* *Joshua Otiso, Administrative Director, Lab*	**Policies Superseded by This Policy:** • *OP-16* Initial effective date: 11/15/2007 Review/Revision Date: 01/04/2025 Next review date: 01/04/2027