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Beaumont

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Area	Laboratory-Processing
Applicability	Dearborn, Taylor, Trenton, Wayne

Aliquoting Specimens

Document Type: Procedure

I. PURPOSE AND OBJECTIVE:

This procedure provides the processing staff with step by step instructions for continuity and consistency when processing and aliquoting specimens. Work with one specimen at a time to avoid placing the wrong specimen into the wrong tube and to prevent cross-contamination.

II. SUPPLIES:

A. Pipette

B. Plastic send out tubes

III. PROCEDURE:

A. Remove the top of the centrifuged specimen without tipping as this may result in the serum or plasma and the blood mixing together again.

B. Using a pipette, carefully remove the serum or plasma from the blood cells without disrupting the buffy coat layer or entering the gel separator. The blood tube can be slightly tilted to enable this process. Squeeze the top of the pipette bulb to create a suction effect, careful to avoid air bubbles. If the specimen tube has a gel separator, direct pour over is also acceptable.

C. To create the aliquot, the serum or plasma is then transferred to a PRE-LABELLED tube.

D. Reprint the label in the Laboratory Information System by scanning the original label in Specimen Inquiry.

E. Use only the appropriate specimen type to make an aliquot sample. Do not interchange specimen types to increase the volume of sample.

F. Ensure the cap or lid is securely closed to avoid leakage or spillage. Use para-film if necessary.

NOTE: All specimen aliquots and dilutions are labeled such that their integrity and identity can be verified during all phases of the testing process.

IV. REFERENCES:

CAP Standard:Secondary Specimen Container Labeling & Aliquoting

Approval Signatures

Step Description	Approver	Date
CLIA Medical Directors	Muhammad Arshad: Physician	4/19/2022
CLIA Medical Directors	Jeremy Powers: Chief, Pathology	4/14/2022
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Applicability

Dearborn, Taylor, Trenton, Wayne