PROCEDURE
Corewell Health East - Laboratory Labeling of Sample Aliquots, Dilutions, and Secondary Specimens - Dearborn, Taylor, Trenton, Wayne

This Procedure is Applicable to the following Corewell Health sites:
Corewell Health Dearborn Hospital, Corewell Health Taylor Hospital, Corewell Health Trenton Hospital, Corewell Health Wayne Hospital

Applicability Limited to: N/A

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Functional Area: Clinical Operations, Laboratory

Lab Department Area: Lab - General

1. Purpose and Objective
A. The purpose of this procedure is to provide laboratory staff with instructions to properly create and label secondary specimens, specimen aliquots, and dilutions to maintain the integrity of the specimens throughout the testing process.

2. Responsibility
A. Personnel who have completed the competency requirements will perform these tasks.

3. Definitions
A. Laboratory Information System (LIS)
B. Medical Record Number (MRN)

4. Reagent/Equipment Needed
A. Disposable Transfer Pipettes
B. Secondary Container (Example: slide, cup, tube)
C. Patient LIS Labels
D. Marker with indelible ink

5. Identifying Information
A. Aliquots may be prepared in the specimen accession area or in any of the technical departments. Reprinted LIS labels should be used when available. In a downtime situation, the aliquots should be labeled with at least 2 patient identifiers. These should include the patient's name and either the MRN, Instrument ID, and/or date of birth.
B. The LIS may automatically print an aliquot label upon accessioning that is required for use in certain testing procedures.
Secondary specimen containers (e.g. a cup or a slide), derived from a primary specimen, and used for subsequent phases of testing, must be labeled with a minimum of two patient identifiers or as indicated in each testing procedure.

6. Procedure

A. A clean transfer pipette must be used for the transfer of serum, plasma, or whole blood from the patient tube to any aliquot for each individual patient specimen. This will avoid cross contamination from patient to patient.

B. Aliquots may be made from other aliquots due to volume constraints in the parent tube. The technologist must confirm the aliquot used matches the patient order, and the tube type is appropriate for the testing requirements on the new order. Label the new aliquot with proper patient identifiers.

C. If a nesting cup is used in a parent tube, the technologist must place the nesting cup in a properly labeled parent tube.

D. Dilutions must be appropriately labeled with the dilution factor and appropriate patient identifiers.
   1. ALL dilutions should be discarded after testing to avoid accidental add-on testing to diluted samples.

E. Aliquots must not be returned to the original specimen container for specimens to be used for molecular based testing, or forensic drug testing, or biorepository storage.

7. Revisions

Corewell Health reserves the right to alter, amend, modify or eliminate this document at any time without prior written notice.

8. Procedure Development and Approval

Document Owner:
Laura Judd (Operations Specialist)

Writer(s):
Lillian Reid (Medical Technologist Lead)

Reviewer(s):
Laura Bellon (Medical Technologist Lead), Malak Saad (Medical Technologist Lead), Shani Kastl (Medical Technologist Lead), Tanya Williams (Medical Technologist Lead)

Approver:
Ashley Beesley (Mgr, Laboratory), Christopher Ferguson (Dir, Laboratory Services), Helga Groat (Mgr, Laboratory), Jeremy Powers (Chief, Pathology), Kristen DiCicco (Mgr, Laboratory), Muhammad Arshad (Chief, Pathology), Sarah Britton (VP, Laboratory Svcs), Stephanie Mullins (Supv, Laboratory)

9. Keywords

Not Set