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DOCUMENT TITLE: Process for Aliquoting of Specimens
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Process for Aliquoting of Specimens

Purpose To describe the process on how to aliquot samples when needed to prevent misidentification and/or cross contamination.

Guidelines Patient samples may be aliquoted:

- When sending out specimens to Regional Lab or other reference lab.
- When primary specimen needs to be aliquoted such as transferring 24-hour urine to a smaller container.
- When quantity is not sufficient
- When required by manufacturer
- When necessary for testing, example is running tests in two different analyzers at the same time.
- For storage.

Calibrators and Quality Control material are always aliquoted into sample cups.

Procedure

1. Reprint LIS label (Cerner) and place it on the aliquot tube/container. For calibrators and controls the sample cups should have unique identifiers handwritten on them.
2. Always check the information on the original label if it matches the reprint label. Verify the name, medical record number, accession number, specimen requirement, tube requirement, and test.
3. Pour off or pipet the sample from the primary tube using a clean disposable pipette into the newly labeled aliquot tube. Calibrators and controls can be dispensed with a clean disposable pipette or by the dropper.
4. It is a good practice to check both primary tubes and aliquot tubes if the information matches before proceeding further.
5. Perform aliquoting one specimen at a time to prevent contamination or mislabeling.

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Preparing samples using secondary tubes in DxC and ACCESS2

1. Place the sample cup or insert cup into the adapter.
2. Label the cup or the adapter with barcode clearly visible for the instrument to read.
3. Pipet samples from primary tube to secondary tubes. Make sure that there are no bubbles in the sample cup or insert cup.
4. Make sure to use the appropriate rack depending on the type of aliquot container used. See Beckman Procedure Manual: Preparing Samples for Analysis.
5. Place on the instrument and run as normal.

Note

- Adapters are provided to adapt various size sample tubes (secondary tubes) to the short racks. These adapters must only be used in racks designated as reserved.
- A minimum sample volume is required to run tests in the analyzers. To determine what volume of sample to use, refer to the Synchron LX/UnicCel DxC Clinical Manual or the policy for the specific test.

Related Documents

Procedure for transferring a 24-hour urine specimen. See LabNet
Procedure for Reprinting Collection Labels. See LabNet

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Reference

Beckman Coulter Procedure Manual: Preparing Samples for Analysis

End

Process for Aliquoting of Specimens, *continued...*

Reviewed and approved by:

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Process for Aliquoting of Specimens, *continued...*

HISTORY PAGE

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New		D. Banaag 05/04/16	M. Taira 05/05/16	D. Topliff 05/06/16	05/06/16

Signature Manifest

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Review: RIV-PPP-0367 01 Process for Aliquoting of Specimens

Review

Name/Signature	Title	Date	Meaning/Reason
Marissa Calilung (Q468002)	Area Lab ManagerMVMC	25 Apr 2022, 06:23:23 PM	Reviewed
Nixon Corpuz (O510581)	Area Lab Manager	22 Jun 2022, 05:41:44 PM	Reviewed