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| Preparing Secondary Aliquot Containers |
| **Purpose** | This procedure provides instructions for PREPARING SECONDARY ALIQUOT CONTAINERS. Specimen identification throughout collection, pre-analytical and testing phases in the laboratory is critical to the reporting of correct patient results. Preparation of the testing or transport containers, and where limited volume specimens are split for use in testing on multiple instruments or in other labs, requires strict adherence to proper labeling of secondary containers. |
| **Policy Statements** | * This procedure applies to all laboratory employees.
* Serum or plasma should be physically separated from contact with cells as soon as possible according to testing requirements and procedures.
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| **Materials** | **Supplies** |
|  | * Secondary sample containers, appropriate for ordered tests
* Sunquest labels containing patient name, medical record number, and sample accession number
* Permanent marking pens
* Pipette
* Pilot tube, as needed
* Filter devices, as needed
* Wooden sticks
* Sunquest test information (MIQ)
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| **Sample** | All specimens throughout the testing process that are transferred to other containers once received in the lab. |
|  | **Step** | Action | **Related Document** |
| **Procedure** | 1 | Determine proper secondary containers for all tests ordered on each sample. Test information can be obtained in Sunquest; function MIQ, Option 1 or Option 23. |  |
| 2 | Gather processed sample, label(s) and secondary container(s). Handle one patient’s sample(s) at a time using designated tube holder. |  |
| 3 | Compare original tube label with aliquot labels. Match patient name, medical record number and accession number, assuring all match exactly. |  |
| 4 | Place large label or smaller “foot” label aligned vertically on secondary container with patient name to the right of the barcode, and “feet” up if still attached. The patient’s name and medical record number are closest to the opening of the container.The barcode label must be placed straight, without wrinkles so instrument barcode scanners can read it. |  |
| 5 | Discard unused specimen labels in shredder bin to avoid mislabeling. |  |
| 6 | Prepare a separate secondary tube for each test system. If splitting samples is necessary on low sample volume specimens, test first on automated analyzers that do not demonstrate carryover. Refer to specific analyte procedures. |  |
| 7 | Transfer prepared sample aliquot to correctly labeled container with a pipette or by using a serum filter, comparing patient’s name, medical record number, accession number and test information on the primary tube and the secondary tube. **NOTE:** When aliquotting “series” samples, i.e. cortisol or growth hormone, ensure the accession numbers match before transferring sample. |  |
| 9 | Retain primary container in designated rack per procedure for sample identification verification. These primary tubes should be tech coded by the tech processing these specimens.  |  |
| 10 | With permanent ink, write your tech code on the secondary container label next to the medical record number. |  |
| 11 | Check sample for bubbles, hemolysis and lipemia. * Remove bubbles from the surface of the plasma by aspirating them with a pipette
* Ultrafuge grossly lipemic samples.
* Flag moderately and grossly hemolyzed specimens per procedure.
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|  | 12 | Previously aliquoted samples should not be returned to an original container to avoid the possibility of contamination. |  |
|  | 13 | Refer to department specific procedures for additional labeling specifications. |  |
|  | 14 | Place labeled secondary containers in designated instrument specimen racks or labeled referral testing racks. |  |

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| **References** | Laboratory General Checklist, College of American Pathologists, 04/21/2014CLSI. *Accuracy in Patient and Sample Identification; Approved GuidelineTM*. CLSI document GP33-A. Wayne, PA: Clinical and Laboratory Standards Institute; 2010CLSI. *Specimen Labels: Content and Location, Fonts, and Label Orientation; Approved GuidelineTM*. CLSI document AUTO12-A. Wayne, PA: Clinical and Laboratory Standards Institute; 2011 |
| **Historical Record** | **Version** | **Written/Revised by:** | **Effective Date:** | **Summary of Revisions** |
|  | 1 | Linda Lichty | July 21, 2005 | Initial Version |
| 2 | David Helfenstine | April 1, 2011 | New format, renumbered from CH 0.11 |
| 3 | Lisa Kappenman | April 20, 2015 | Added step to write tech code on aliquot label. Removed instructions for each type of tube. Updated References. Changed title from *CH 4.04 Preparing Secondary Aliquot Tube.* |
|  | 3 | L. Kappenman | 7/11/2017 | Minor revisions and review. |
|  | 4 | Dawit Getachew | 06/19/2019 | Line 9. Added tech coding primary tubes. Biennial revisions. |