Auditing and Labeling Secondary Specimen Containers in the General Laboratory

Purpose

This document describes the general requirements for auditing and labeling secondary specimen containers during the processing or testing of the specimen in the General Laboratory

Definition

- Secondary specimen containers are derived from the primary specimen and created during the processing or testing of the specimen
- Examples of secondary specimen containers are aliquot tubes, dilution tubes, reagent tubes, slides, and culture plates

Policy

- Adequate patient specimen identification must be provided on secondary specimen containers throughout all phases of testing
- At minimum, the following patient identifiers are used to label secondary specimen containers
  - Accession number
  - Patient's first and last name
- The specimen identifiers must indelible, legible, and able to withstand all conditions of processing and storage
- Identification can be text based or through the use of barcode or aliquot flag labels

Procedure A

Aliquoting procedure for Reference Lab/Send Out testing

Step	Action
1	Handling one specimen at a time, place a LIS label with the proper patient specimen ID on the secondary specimen container
2	Ensure that the patient ID match on both the primary and secondary specimen containers
	If / **Then** Multiple tests are requested on a single specimen / Prepare multiple aliquot tubes following Steps 1 & 2

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Procedure A, cont

Step	Action
3	Pour off the specimen into the properly labeled secondary specimen container
4	Initial and date the labeled secondary specimen container
5	Indicate the specimen type (i.e. serum or plasma)
6	Store primary patient specimen container in freezerworks
7	Prepare secondary specimen container to be sent out for reference lab testing

Procedure B Aliquoting procedure for Chemistry/Hematology/Coagulation/Urinalysis

Step	Action
1	Handling one specimen at a time, • Place an LIS label with the proper specimen ID on the secondary container or • Write down the Accession number, patient's last and first name on the secondary specimen container
2	Ensure that the specimen ID match on both the primary and secondary specimen containers
3	Aliquot or transfer the specimen into the properly labeled secondary specimen container
4	Proceed with patient testing using the properly labeled secondary specimen container

End