

Auditing and Labeling Secondary Specimen Containers in the General Laboratory

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

Definition

- Re labeled primary specimen containers are defined as primary containers labeled with both the original patient label and the LIS barcode label
- 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

- All re labeled primary specimen containers are documented with the tech code or initials of lab staff processing the container to verify both sets of patient ID match on the labels
- 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 be 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

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Auditing and Auditing and Labeling Secondary Specimen Containers in the General Laboratory, Continued

**Procedure A,
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Step	Action				
2	Ensure that the patient ID match on both the primary and secondary specimen containers				
	<table border="1"> <thead> <tr> <th>If</th> <th>Then</th> </tr> </thead> <tbody> <tr> <td>Multiple tests are requested on a single specimen</td> <td>Prepare multiple aliquot tubes following Steps 1 & 2</td> </tr> </tbody> </table>	If	Then	Multiple tests are requested on a single specimen	Prepare multiple aliquot tubes following Steps 1 & 2
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Multiple tests are requested on a single specimen	Prepare multiple aliquot tubes following Steps 1 & 2				
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 the General Laboratory

Step	Action
1	Handling one specimen at a time, <ul style="list-style-type: none"> • 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

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Auditing and Labeling Secondary Specimen Containers in the General Laboratory, Continued

Procedure C Follow the steps below to re label primary specimen containers with LIS barcode labels

Step	Action
1	Handling one specimen at a time, ensure that the specimen ID match on the specimen container's original patient label and the LIS patient barcode label Note: specimen ID consists of patient name and MRN
2	Place the LIS patient barcode label over the original patient label so that the patient name and MRN are visible on the primary specimen container
3	Write your tech code or initials on the LIS label to confirm both sets of patient ID have been checked (avoid writing on the barcode)
4	Use the properly re labeled primary specimen container to perform additional processing and testing steps

End