**1.0 Purpose**

Specimens that are shared between departments or Chemistry work stations may require preparation of an aliquot tube from the original patient blood sample tube or urine specimen container. All aliquot tubes must be labeled with the same identification label as the original tube: Name, Medical Record number, LIS Accession number, birthdate, etc. Only the specific test on the label may be different.

**2.0 Materials**

13 x 75 plastic 2.5mL Sarstedt Tubes

12 x 75 plastic aliquot tube

15 mL conical sample tube

Disposable transfer pipet

LIS barcode accession label reprint

Permanent marking pen

**3.0 Procedure**

 **Serum, Plasma, Fluid and Urine samples:**

1. Place LIS barcode label on 12 x 75 plastic aliquot tube, 13 x 75 plastic 2.5mL Sarstedt Tubes

(EMCP Only) or 15 mL conical sample tube depending on fluid type and sample required.

 2. Verify by visual comparison that patient name and accession numbers match on both labeled aliquot tube and original patient sample blood tube or urine specimen container.

3. Using disposable transfer pipet, transfer an adequate portion of patient sample from the

 original container into the labeled 12 x 75 plastic aliquot tube or 13 x 75 plastic 2.5mL

 Sarstedt Tubes (EMCP only).

 4. Place sample cap on aliquot tube. Recap or close original container.

 **Pediatric Micro-tainer** At EMC-EP

1. Neonate specimens are processed in the plastic sample cups with lids. Write the accession number and/or name on the plastic sample cup using a permanent marking pen.
2. These cups are to be matched with the tube containing the pediatric bullet with the plastic sample cup containing patient sample placed on top of tube.
3. The micro-tainer and tube with the cup on top should be filed alphabetically in the storage racks when testing is complete.

 **Pediatric Micro-tainer at EMCP**

1. Neonate specimens or specimens of small volume are processed in the 13 x 75 plastic 2.5mL Sarstedt Tubes at EMCP. The Sarstedt tube should be labeled with the barcoded patient label.
2. Prior to pouring the sample over, the patient name and accession number should be confirmed to match.
3. Place the original tube in the rack on the Abbott Receiving bench. Tubes maybe discarded after 48 hours.
4. The Sarstedt tube should then be placed on the track for processing.
5. If Sarstedt tubes are not available or for handling of manual dilutions the 12 x 75 plastic aliquot tube with plastic sample cups should be used.

**Approval Signatures:**

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| --- | --- | --- |
| **Date** | **Printed Name** | **Signature** |
| 2/22/2015 | Vanessa Rawlings, MT MHAElkins Park Supervisor |  |
| 2/22/2015 | Jennifer Lore, MT, ASCPChemistry Supervisor |  |
| 2/22/2015 | Nancy A. Young, M.D., FCAPMedical Director |  |

**History Review**

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| **Date Reviewed** | **Reviewed By** | **Revisions** |
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