

168893.355 Sample Handling and Requirements

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Organization Springfield Hospital

Comments for version 1.0

Initial version

Approval and Periodic Review Signatures

Type	Description	Date	Version	Performed By	Notes
Approval	Lab Director	4/15/2024	1.0	<i>Douglas Kim, MD</i> Douglas Kim MD	

Version History

Version	Status	Type	Date Added	Date Effective	Date Retired
1.0	Approved and Current	Initial version	4/12/2024	4/15/2024	Indefinite

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Springfield
Hospital

Springfield Hospital Laboratory
Sample Handling and Requirements

GEN.40535 Specimen Transport QM

PRINCIPLE

The accuracy of lab results is dependent on the integrity of the specimens provided. If a sample is incorrectly collected, stored, or transported the test results may be inaccurate. Requisitions provide critical information necessary for testing to be performed. Tests cannot be performed without correct patient identification and a signature from the authorizing provider. Phone and fax numbers are required for calling critical results and properly reporting results.

SAMPLE COLLECTION

Samples must be collected in the correct container(s) using appropriate techniques. All samples **MUST** be clearly labeled at the time of collection with the following information:

- **Patient's full legal name.** Samples with misspelled names or nicknames cannot be accepted.
- **Patient's date of birth.** Samples without a date of birth cannot be accepted.
Note: Name and date of birth on all samples **MUST** match the name and date of birth on the order requisition.
- **Source where required.** Most non-blood samples will not be processed by our reference laboratories without this information.

SAMPLE REQUIREMENTS

- **Serum samples (tiger or gold top tubes) must be allowed to clot for 15 minutes before centrifuging. Plasma samples (light green top tubes) may be centrifuged immediately.**
- **Samples in serum or plasma separator tubes must be centrifuged within 2 hours of collection. *They should not be sent to the Lab unspun.***
- **Samples in serum tubes *without* gel separator must be centrifuged and aliquoted within 2 hours of collection. *They should not be sent to the Lab unspun.***
- **All samples must be stored appropriately for the requested test(s).**
- **All samples must be sent to the lab in a timely fashion – ideally on the day of collection. Samples received too late to meet stability requirements will be rejected.**

Requirements for specific samples vary based on the specimen source and test requested. Sample requirements for a given test can be found in the appropriate online test catalog:

- Springfield Hospital Laboratory <https://springfield.testcatalog.org/>
Includes sample information for all in-house tests and many send-out tests.
- Mayo Medical Laboratory www.mayocliniclabs.com
- University of Vermont Medical Center (UVMCMC) www.uvmlabs.testcatalog.org
- Rutland Regional Medical Center (RRMC) www.rrmclab.testcatalog.org

Note: Links to the above reference laboratory test catalogs can be found on the home page of the Springfield Hospital Laboratory test catalog.

REQUISITIONS

All samples must be accompanied by a requisition. The requisition MUST contain ALL of the following elements:

- **Patient's full legal name**
- **Patient's date of birth**
- **Diagnosis codes**
Note: Requisitions for surgical pathology or cytology should also include clinical history.
- **Test(s) requested**
- **Specimen Source where appropriate**
- **Provider signature**
- **Provider phone number**
- **Provider fax number**

Missing information will result in delays.

Note: Verbal orders are not acceptable. If a provider wishes to request that a test be added to a sample already in the lab, it is recommended that the lab is called first to confirm that there is sufficient sample available. However, for the test to be performed, a requisition must be faxed to the lab. This requisition should indicate that the test is an "add on".

MONITORING AND CORRECTIVE ACTION

Samples are placed in biohazard bags with their accompanying requisition and transported to the laboratory in temperature controlled containers via courier. When the courier arrives in the laboratory, the temperature of the containers is checked to assure that the sample conditions have been correctly maintained during transit.

The samples are then checked to be sure they meet the above requirements.

Mislabeled or incorrectly handled samples will be rejected. The laboratory will contact the provider by phone and/or email to explain the issue and request a recollection.

If requisitions are missing information, the laboratory will contact the provider by phone and/or email to obtain that information. If the information cannot be obtained, it may not be possible to perform the test(s). In this case, the laboratory will request that a new sample be collected and sent with the correct information.

If a clinic repeatedly submits samples improperly the Laboratory Manager will investigate and additional training will be provided where necessary.

Laboratory Contact Information: Phone: 802-885-7692 Fax: 802-885-7698