

STANDARD OPERATING PROCEDURE SPECIMEN COLLECTION, LABELING, AND HANDLING GUIDELINES		Cooley Dickinson Hospital Laboratory 30 Locust Street Northampton, MA 01061
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PURPOSE The following document describes the laboratory services available through Cooley Dickinson Hospital, both STAT and on a routine basis. It also provides instructions for specimen handling and labeling, refer to CDH Test Catalog for explicit directions.

DIRECTED TO All qualified personnel submitting specimens to CDH Laboratory for testing.

SCOPE To ensure proper specimen collection, labeling, and handling.

- POLICIES**
- All specimens must be labeled with the patient’s first name, last name, and date of birth
 - Refer to Clinical Operations Policy Number 8.04 for instructions on blood collection by non-phlebotomy staff and Clinical Operations Policy number 8.05 for instructions on Blood Culture collection by non-phlebotomy staff.
 - CDH Laboratory is not involved in the collection of chain of custody urine drug screens.

SPECIMEN Refer to the *CDH Test Catalog, Attachment A* for the correct specimen for the testing to be performed.

- REAGENTS, EQUIPMENT, AND SUPPLIES**
- Collection containers as outlined in the *CDH Test Catalog, Attachment A*

PROCEDURE SPECIMEN LABELING AND HANDLING GUIDELINES

1	<p>Labeling Specimens and Containers</p> <ul style="list-style-type: none"> • All specimens MUST be labeled with the following information: <ul style="list-style-type: none"> ○ Patient’s last name, first name, and date of birth. • All information must be placed on a label which is on the container or directly on the container using a proper marking tool. • Identifying information placed on covers of containers is NOT acceptable.
2	<p>Open Containers</p> <ul style="list-style-type: none"> • Specimens delivered to the laboratory in an open container such as a cup, pail, basin, rubber glove, open toilet paper, etc. are considered unacceptable.
3	<p>Outside Contamination of Specimen Container</p> <ul style="list-style-type: none"> • The outside of containers or accompanying requisition

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	<p>slips should not be contaminated, (i.e. contamination of a container with feces, urine, blood, etc.)</p> <ul style="list-style-type: none"> • If the specimen container is inadvertently contaminated at the time of collection and it is not feasible to recollect a specimen, the contaminated container should be placed inside a plastic bag and sealed, and this fact noted on the requisition slip. • Contaminated requisition slips should be discarded and a new one filled out.
4	<p>Damaged Specimen Container</p> <ul style="list-style-type: none"> • Glass or plastic containers which are cracked or broken so that the specimen may leak out (or may be considered a hazard to those handling the object) should not be submitted for examination. Dispose in the appropriate rigid, biohazard container
5	<p>Hemolyzed Blood Specimens</p> <ul style="list-style-type: none"> • As a general rule, hemolyzed blood is unsatisfactory. • Each section of the laboratory must judge whether the hemolysis will affect the analysis in accordance with department guidelines
6	<p>Delay in Transport of Specimens to the Laboratory</p> <ul style="list-style-type: none"> • Specimens must be delivered promptly to the laboratory after collection. • Delays can alter and often negate the desired result, i.e. urine that is allowed to remain at room temperature, cytology specimens not preserved, etc.
7	<p>Specimen Handling Guidelines</p> <ul style="list-style-type: none"> • Refer to the <i>CDH Test Catalog, Attachment A</i> for guidelines on storage and shipping temperature. • Blood Cultures are kept at room temperature. • All SST's and PST's are spun after 30 minutes of being collected unless otherwise specified in the <i>CDH Test Catalog, Attachment A</i>, and then refrigerated • Red Tops are spun after 30 minutes of being collected and are then separated and put into a screw cap vial and labeled appropriately. Refer to the <i>CDH Test Catalog, Attachment A</i> for further handling instructions. • Purple/Lavender Tops (EDTA) and Light Blue Tops (Sodium Citrate) are not spun unless otherwise specified. Refer to the <i>CDH Test Catalog, Attachment A</i> for further instructions.

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URINE COLLECTION GUIDELINES

1	<p>First Morning Specimen</p> <ul style="list-style-type: none"> • Collected immediately upon arising from a night's sleep. • This specimen is usually preferred for the urinalysis as it is the most concentrated.
2	<p>Random Urine Specimen</p> <ul style="list-style-type: none"> • May be collected at unspecified times throughout the 24 hour period.
3	<p>Amount Required</p> <ul style="list-style-type: none"> • A total volume of at least 15 mL is required for urinalysis, (25 mL – 50 mL is preferred).
4	<p>Instructions for Urine Collection for a Routine Urinalysis</p> <ul style="list-style-type: none"> • Voided urine specimens should be collected in clean, screw-capped containers. • The method of collection should be by mid-stream (the first few mL are discarded before voiding into the container).
5	<p>Instructions for Midstream (Clean Catch) Urine Collection</p> <ol style="list-style-type: none"> a. Wash hands thoroughly. b. Use three (3) packages of Towelettes. c. Remove one (1) Towelette and wash genital area using downward strokes (front to back) and discard used Towelette. d. Repeat Step C twice. e. Open specimen container. DO NOT TOUCH INSIDE OF CUP or LID. f. Start to urinate into the toilet. STOP. g. Position container and urinate into the cup. STOP. h. Remove container and finish urinating into the toilet. i. Screw cap on threaded container, being careful not to touch the inside of the lid. j. Wash hands. k. Label container (NOT LID) with patient's name, date of birth, date and time of collection. l. Send specimen to laboratory with proper form (lab slip) completed.

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6	<p>Instructions for a 24-Hour Urine Collection</p> <ol style="list-style-type: none"> a. If uncertain about the addition of a preservative to the collection container, contact the CDH Chemistry Lab at 582-2163. b. Instruct the patient to avoid alcoholic beverages, vitamins, and other medication (if possible) for at least 24 hours before starting to collect the specimen and during the collection period. c. Instruct the patient to check with his/her physician prior to discontinuing any medications. d. Instruct the patient to not exceed his/her normal intake of liquids during the day before and the day of collection unless his/her physician gives the patient specific directions to do otherwise. e. Instruct the patient to keep the specimen cool (preferably refrigerated) during the 24 hour collection period. f. The 24-hour collection period begins when the patient gets up in the morning and empties his/her bladder. DO NOT COLLECT THIS URINE! But do record the date and time of this voiding on the specimen container label. g. Be sure to collect ALL urine (Day and Night) for the next 24 hours. h. Instruct the patient to make his/her final collection when he/she empties his/her bladder the next morning, approximately 24 hours from the time marked on his/her specimen container. i. Keep specimen refrigerated. j. LABEL THE CONTAINER WITH PATIENT'S NAME, DATE OF BIRTH, DATE AND TIME OF COLLECTION. k. Return the specimen as soon as possible to the nearest Cooley Dickinson Hospital Lab location.
7	<p>Urine for Cytology</p> <ul style="list-style-type: none"> • Specimen should be collected in a clean plastic container. • Random urine specimens are preferred. • Refrigerate until specimen can be delivered to CDH.
8	<p>Specimen Handling</p> <ul style="list-style-type: none"> • The specimen should be transported to the laboratory as soon as possible. • If the specimen cannot be transported to the laboratory with 1 hour of collection, it should be refrigerated until

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	<p>transportation.</p> <ul style="list-style-type: none"> • Refrigerated specimens 24 hours or older (with the exception of a 24-hour urine collection) are not acceptable for testing. • Do not add any preservative to a urine specimen for routine urinalysis or culture.
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ADDENDUM

Refer to *CDH Test Catalog, Attachment A* for additional information on acceptable specimens and specimen handling for testing performed at CDH Laboratory.

REFERENCES

College of American Pathologists Laboratory General Checklist, January 2012

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Author: Catherine Reed July 15, 2012
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Supervisor: _____
Name/Signature Date

Quality
Coordinator: _____
Name/Signature Date

Approved by: _____
Medical Director/Technical Supervisor Signature Date

Approved by: _____
Laboratory Director Signature Date

Reviewed and Readopted Without Change

Signature	Title	Date

Removed from Service		
Reason:		
By _____	Title _____	Date _____