LB.22 The laboratory develops a process for sample handling after collection.

LB.22.1 The laboratory has policies and procedures on proper sample handling, transporting, and tracking. This covers:

LB.22.1.1 Packing instructions (use of biohazard leak-proof containers).

LB.22.1.2 Personnel training (including safety and proper packaging).

LB.22.1.3 Specimen tracking system.

LB.22.2 The laboratory has a system to maintain the identity of laboratory specimen during receipt, processing, examination, and archiving.

Standard Intent:

Proper handling of specimen after collection play an important role in the quality and accuracy of lab results. Personnel who package potentially infectious specimens for shipment must satisfactorily complete certified training in these requirements. The laboratory may send personnel to courses for certified training, or may obtain materials to train its personnel in-house.

LB.23 The laboratory develops a process for specimen receipt.

LB.23.1 The laboratory implements policies and procedures for the receipt and inspection of laboratory specimen to ensure the performance and documentation of:

LB.23.1.1 Date and time of specimen reception.

LB.23.1.2 Check for proper packaging.

LB.23.1.3 Check for quality and quantity of specimen.

LB.23.1.4 Check for adequacy of specimen labeling.

LB.23.1.5 Check for request completion.

LB.23.1.6 Check for label/request discrepancies.

LB.23.1.7 The use of suboptimal specimen is clearly highlighted in the reported results.

LB.23.1.8 Final decision (accept/reject).

Standard Intent:

Because patient/specimen misidentification may cause morbidities or mortalities, the best hope for prevention lies in preventing or detecting errors in every phase of the laboratory processes. When a sample is received in the laboratory, documented checks must be made to confirm that the information on the sample label and the information on the request are identical. If there is any doubt about the identity of the patient or about the labeling of the sample, a new sample must be obtained.