Evaluation of the Patient Sample

GUIDELINE 1: Specimen Management Sample Acceptance and Rejection

The following criteria in this guideline refer to general pre-analytic sample issues for Microbiology, Hematology, and Chemistry samples. For specific sample or test criteria, refer to:

- **F SAP 0007 G02** Microbiology Sample Acceptance and Rejection
- **F SAP 0007 G03** Hematology Sample Acceptance and Rejection
- **F SAP 0007 G04** Chemistry Sample Acceptance and Rejection
- **F SAP 0007 G05** Anatomical Pathology Sample Acceptance and Rejection
- **F SAP 0007 G06** Transfusion Medicine Sample Acceptance and Rejection

Do Not Reject Samples Considered Difficult to Collect

Samples considered difficult to collect are:

- Samples collected in the operating room
- CSF samples
- Tissue samples
- Sterile fluid samples (i.e. joint fluid)
- Aspirate samples
- Samples collected from infants/pediatrics (Age: birth to 5 years old)
- Surgical pathology samples

Important:

- When rejecting samples, provide written notification of rejection to ordering physician using DOE: Cancel Orders CIS SM 220 or <fs> LIS order cancellation direction.
- Select appropriate cancel reason and append additional cancellation information as required.
- If a LIS is not available provide the physician with a written notification of rejection and store a copy of this notification for three months.

Use Notification of Sample Discrepancy Form where appropriate	
Pre-Analytic Criterion	**Required Action**
• Patient identification discrepancy between requisition and sample labelling • Any other discrepancy or missing information between the requisition and sample • Test not indicated on requisition	• Call physician, ward or collection site and clarify or request missing information • Reject if unable to resolve discrepancy within the appropriate test stability time frame
• Unlabelled sample • Requisition is correctly labelled but sample is incorrectly labelled	• Reject unless sample type is considered difficult to collect. • Reject if unable to resolve discrepancy within the appropriate test stability time frame
Sample received without a requisition	• Call physician, ward or collection site to forward requisition as soon as possible • If a delay is anticipated or sample is difficult to recollect, hold sample in appropriate conditions for the sample type or process sample “offline” if aware of test required and save result with sample for reporting later • Reject once stability limit reached
• Leaking container • Improper container for test requested • Incorrect tube type for test requested	• Reject unless sample type is considered difficult to recollect • Process sample with a disclaimer only when appropriate to do so. See F SAP 0007 Evaluation of the Patient Sample. Type or process sample “offline” if aware of test required and save result with sample for reporting later
Sample received where patient preparation is questionable i.e.: fasting	• Confirm compliance with patient or health care provider regarding patient preparation requirements • Reject if patient preparation requirements not followed
Plasma aliquot received without indication of type of anticoagulant	• Confirm type of anticoagulant with referring site • Reject if unable to resolve discrepancy

Use Notification of Sample Discrepancy Form where appropriate	
Pre-Analytic Criterion	**Required Action**
Uncentrifuged blood sample for chemistry testing collected in: • SST (yellow top) • PST (light green-lithium heparin) • RST (orange top)	**Sample from facility with access to a centrifuge:** • Reject if request includes glucose and/or electrolytes and sample not spun within 1 hour from time of collection. • All other requests, reject if not spun **within 2 hours** from time of collection. **Sample from facility without access to a centrifuge:** • Process as soon as possible if received < 8 hours from time of collection • Report results with a statement that a compromised primary sample was accepted • Include the reason and add that **caution** is required when interpreting the result. • **Reject if received > 8 hours from time of collection**
• Whole blood samples collected in non-additive tube and received greater than 90 minutes from time of collection • Serum not separated from clot between 60 and 90 minutes from time of collection	• Reject. **Exception:** Request for ETOH (refer to NH Laboratory Test Directory)
Blood samples collected in SST (yellow top) or PST (light green-lithium heparin) that are **not** centrifuged completely or, on visual inspection, show presence of RBC in serum or plasm	Process sample: • Label two aliquot tubes with patient identification. • Remove the serum or plasma from the primary tube using a disposable pipette and dispense into the first aliquot tube. • Centrifuge the aliquot for 10 minutes at 3000 rpm. • Remove the majority of the serum or plasma from the first aliquot tube without disturbing the cellular button at the bottom of the tube and dispense into the second aliquot tube. • Forward aliquot for testing. • Report (results) must include statement that a compromised primary sample was accepted, the nature of the problem and, if applicable, that **caution** is required when interpreting the result.

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Pre-Analytic Criterion	**Required Action**
24 hour urine sample not collected as directed in Test Directory For example, incorrect collection temperature or pathology approval requirements not completed.	• Reject.
24 hour urine sample for creatinine clearance but no serum creatinine collected	• Hold urine sample and call patient to return for blood collection. • Reject if serum sample not collected within 24 hours of urine collection
24 hour urine sample for creatinine clearance but serum creatinine collected greater than 24 hours prior to or after urine collection	• Reject.
24 hour urine with no preservative for test requiring preservative	• Reject, unless otherwise indicated. Sample may be able to have preservative added after collection • Refer to Job Aid: **C APU 0003 J01** Preservatives for 24 Hour Urine Tests.
24 hour urine received with no start or finish date and time	• Contact patient for confirmation of start/finish – date/time of collection. • When unable to resolve discrepancy, reject.
Semen sample for fertility that is not maintained at body temperature or Received more than 60 minutes after collection.	• Reject.