



Standard Operating Procedures Clinical and *T*ranslational *R*esearch *C*enter

Title:	Specimen Collection and Participant Identification		
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Purpose: This procedure provides guidelines for participant identification at the time of specimen collection.

The participant's full name (last, first) and medical record number will be used for participant identification.

The participant's date of birth may be used if the medical record number is not available.

Procedure:

Personnel who collect specimens from participants will:

- Properly and accurately identify the participant using at least two unique identifiers
- Accurately label the specimens collected in the presence of the participant.

I. Correct Preparation of the Order Requisition and Specimen Labels

Prior to specimen collection, personnel must obtain a written requisition and specimen container labels and verify the following:

- A. The requisition and all labels bear the same participant name and medical record number. If the medical record number is not available, the participant's date of birth may be used as the second identifier. The name and second participant identifier must match exactly on all paperwork.
- B. If handwritten, the participant identifiers must be legible and written/printed in indelible ink.

II. Correct Identification of the participant

Prior to specimen collection, personnel collecting specimens must identify the participant by:

- A. **Inpatients:** Comparing the participant identifiers on the requisition and specimen labels against the participant's hospital ID band. Verbal validation of identity by the participant or the participant's caretaker should be done whenever possible.
- B. **Outpatients:** Comparing the participant identifiers on the requisition form and specimen labels against verbal validation by the participant or the participant's caretaker.

III. Correct Labeling of the Specimen

- A. Specimens must be labeled at the time of collection in the presence of the participant. The specimen label must be checked against the requisition and participant identity as noted in Sections I and II to ensure that the participant's identification on the label is correct.
- B. The date/time of collection and the initials or unique identifier of the person collecting samples must be recorded on the requisition and/or specimen container label.
- C. The person collecting the specimen(s) must label the specimen container(s) except in circumstances where the same person is unable to perform the labeling procedure (e.g., during collection of cytology specimens, biopsies, collections in the operating room). In such cases, the labeling can be delegated to an assistant who is then responsible for identifying the participant and verifying the information on the label(s), requisition(s) and other documents. The person verifying the information on the label(s) and requisition(s) must note the date and time of collection and sign the requisition(s).