



STEM CELL LABORATORY (STCL)



DOCUMENT NUMBER: STCL-SOP-037

DOCUMENT TITLE:

Unacceptable Specimen Log (FRM1)

DOCUMENT NOTES:

Document Information

Revision: 02

Vault: STCL-Processing-rel

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Document Type: SOPs

Date Information

Creation Date: 20 Apr 2011

Release Date: 09 Jan 2012

Effective Date: 09 Jan 2012

Expiration Date:

Control Information

Author: WATE02

Owner: WATE02

Previous Number: 6D.1.2.1

Change Number: FRM-CCR-119

STCL-SOP-037 FRM 1 UNACCEPTABLE SPECIMEN LOG

Patient Name _____ HX# _____ Location _____
Sample drawn (date) _____ at (time) _____ by _____, MD/RN/other
(Circle one)

Check Problem Category Below (check all that apply)

Mislabeled Specimen

(Complete Confirmation of Specimen Identification Form, FORM 2)

Unlabeled Specimen

(Complete Confirmation of Specimen Identification Form, FORM 2)

Incompletely Labeled Specimen

(Complete Confirmation of Specimen Identification Form, FORM 2)

Specimen Lost/Not Received

Specimen Hemolyzed

Specimen Clotted

Insufficient Specimen Quantity

Unacceptable Variance (delta check)

Wrong Collection Container

Improper Storage

WBC count too low to analyze sample

Other (Explain)

Resolution:

Return Completed Form to: Stem Cell Laboratory Manager,
Barbara Waters-Pick (for QA Purposes)

STCL-SOP-037 FRM 1 UNACCEPTABLE SPECIMEN LOG
Stem Cell Laboratory, DUMC
Durham, NC

Unacceptable Specimen Log

Directions for Completing Log

Patient Name, HX#, Location	Enter the patient's name, history number and patient care area.
Sample drawn date/time by: MD, RN, other	Enter the day, month, year and time the sample was drawn. Enter the complete name of the person who drew the sample. Circle the correct designation of the sample collector.
Check Problem Category Below (check all that apply)	Check as many options as are applicable. These will be choices that determine if the sample is unacceptable for analysis.
Mislabeled Specimen	Check this box if the label on the sample is incorrect in any way and complete the <i>Confirmation of Specimen Identification Form</i> .
Unlabeled Specimen	Check this box if the sample arrives without a label and complete the <i>Confirmation of Specimen Identification Form</i> .
Incompletely Labeled Specimen	Check this box if the label on the sample is missing any required data and complete the <i>Confirmation of Specimen Identification Form</i> .
Specimen Lost/Not Received	Check this box if a sample that should be in the lab cannot be located.
Specimen Hemolyzed	Check this box if there is any indication that the sample was hemolyzed and hemolysis interferes with the requested testing.
Specimen Clotted	Check this box if the sample is clotted and clotting precludes testing the sample for the test ordered.
Insufficient Specimen Quantity	Check this box if there is not sufficient sample to analyze for the ordered tests or the sample to coagulant ratio in the tube is incorrect and precludes testing, i.e. the tube is incorrectly filled.
Unacceptable Variance	Check this box if a delta check alerts the operator to the possibility that the sample is either contaminated or labeled as the wrong patient and a redraw is recommended.
Wrong Collection Container	Check this box if the sample arrives in a collection container deemed unacceptable for the ordered testing and a recollection is required.
Improper Storage	Check this box if the sample arrives having been stored in a way deemed unacceptable for the ordered testing and a recollection is required.
Other (Explain)	Check this box if the reason the sample cannot be analyzed does not fit in any of the above categories. Explain in detail the problem with the received specimen.
Resolution	Explain in detail how the issue was resolved to include persons contacted (include date and time) and final disposition of the sample.

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INSTRUCTIONS
Stem Cell Laboratory, DUMC
Durham, NC

STCL-SOP-037 FRM 1 UNACCEPTABLE SPECIMEN LOG EXAMPLE

Patient Name Smith, Jason HX# XX1234 Location DBMT
Sample drawn (date) 10/11/05 at (time) 0900 by Betty Boop, MD/RN/other
(Circle one)

Check Problem Category Below (check all that apply)

Mislabeled Specimen

(Complete Confirmation of Specimen Identification Form, FORM 2)

Unlabeled Specimen

(Complete Confirmation of Specimen Identification Form, FORM 2)

Incompletely Labeled Specimen

(Complete Confirmation of Specimen Identification Form, FORM 2)

Specimen Lost/Not Received

Specimen Hemolyzed

Specimen Clotted

Insufficient Specimen Quantity

Unacceptable Variance (delta check)

Wrong Collection Container

Improper Storage

☒ WBC count too low to analyze sample

Other (Explain)

Resolution: Patient's wbc count was too low to perform peripheral CD34 testing.
Nurse notified; sample will be retested on 10/12/2005.

Return Completed Form to: Stem Cell Laboratory Manager,
Barbara Waters-Pick (for QA Purposes)

STCL-SOP-037 FRM 1 UNACCEPTABLE SPECIMEN LOG
EXAMPLE
Stem Cell Laboratory, DUMC
Durham, NC

Signature Manifest**Document Number:** STCL-SOP-037**Revision:** 02**Title:** Unacceptable Specimen Log (FRM1)

All dates and times are in Eastern Time.

STCL-SOP-037 Unaccept Spec Log**Author Approval**

Name/Signature	Title	Date	Meaning/Reason
Barbara Waters-Pick (WATE02)		22 Dec 2011, 10:52:04 PM	Approved

Manager Approval

Name/Signature	Title	Date	Meaning/Reason
Barbara Waters-Pick (WATE02)		22 Dec 2011, 10:52:24 PM	Approved

Medical Director Approval

Name/Signature	Title	Date	Meaning/Reason
Joanne Kurtzberg (KURTZ001)		23 Dec 2011, 08:27:15 AM	Approved

QA Approval

Name/Signature	Title	Date	Meaning/Reason
Linda Sledge (SLEDG006)		23 Dec 2011, 10:08:16 AM	Approved

Notification

Name/Signature	Title	Date	Meaning/Reason
Barbara Waters-Pick (WATE02)		23 Dec 2011, 10:08:17 AM	Email Sent

Review: STCL-SOP-037 02**Review**

Name/Signature	Title	Date	Meaning/Reason
Barbara Waters-Pick (WATE02)		12 Dec 2012, 04:45:12 PM	Reviewed
Betsy Jordan (BJ42)		19 Dec 2012, 07:08:23 AM	Reviewed

Sharon Hartis (SH259)	19 Dec 2012, 10:00:05 AM	Reviewed
Joanne Kurtzberg (KURTZ001)	19 Dec 2012, 11:31:26 AM	Reviewed
Linda Sledge (SLEDG006)	19 Dec 2012, 01:46:47 PM	Reviewed

Review: STCL-SOP-037 02

Review

Name/Signature	Title	Date	Meaning/Reason
Barbara Waters-Pick (WATE02)		20 Oct 2014, 01:30:58 PM	Reviewed
Betsy Jordan (BJ42)		03 Nov 2014, 03:21:36 PM	Reviewed
John Carpenter (JPC27)		03 Nov 2014, 03:37:21 PM	Reviewed
Joanne Kurtzberg (KURTZ001)		10 Nov 2014, 04:57:35 PM	Reviewed
Sharon Hartis (SH259)		11 Nov 2014, 09:22:43 AM	Reviewed