

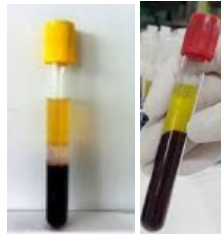
Remember: work with only ONE patient's samples at a time

1. Select all tube(s) from one (1) patient's collection to aliquot

Example: John Doe 111222333

Transfer tube(s) upright to avoid remixing of the centrifuged sample(s)

Never re-spin inadequately separated primary tubes. Transfer sample to a labeled aliquot tube prior to centrifuging again



Inspect tube(s) following centrifugation for proper separation

Inadequate vs Proper



2. Refer to the test(s) requested on the requisition to determine the number of aliquot(s) required

Refer to:

- Shared Health Referral or Testing Blood Collection Tube Guide F100-10-20B
- Shared Health Lab Information Manual

Biochemistry			
<input type="checkbox"/> Sodium	NAR/ NA	<input type="checkbox"/> Total Protein	TP
<input type="checkbox"/> Potassium	KR/ K	<input type="checkbox"/> Albumin	AL
<input type="checkbox"/> Chloride	CLR/ CL	<input type="checkbox"/> Lactate Dehydrogenase	LDH/LD
<input type="checkbox"/> Total CO2	CO2	<input type="checkbox"/> Y-Glutamyl Transferase	GGT
<input type="checkbox"/> Glucose	G	<input type="checkbox"/> Alkaline Phosphatase	ALKP/ALK
<input type="checkbox"/> Urea	U	<input type="checkbox"/> Creatine Kinase	CK
<input type="checkbox"/> Creatinine	CR	<input type="checkbox"/> Bilirubin, Total	TB
<input type="checkbox"/> Calcium	CA/ CAR	<input type="checkbox"/> Bilirubin, Direct	DB
<input type="checkbox"/> Phosphate	P	<input type="checkbox"/> Lipid Profile	LIPP
<input type="checkbox"/> Magnesium	MG	<input type="checkbox"/> Cholesterol Only	CH
<input type="checkbox"/> Uric Acid	UA	<input type="checkbox"/> Triglycerides Only	TG
Therapeutic Drug Monitoring (complete dose info below)			
<input type="checkbox"/> Carbamazepine	CARB	<input type="checkbox"/> Cyclosporine	CY
<input type="checkbox"/> Gentamicin	GENT	<input type="checkbox"/> Lithium	LI
<input type="checkbox"/> Mycophenolic acid	MYP	<input type="checkbox"/> Phenobarbital	PHEN
<input type="checkbox"/> Sirolimus	SIRO	<input type="checkbox"/> Tacrolimus-FKS06	FKS
<input type="checkbox"/> Valproic acid	VALP	<input type="checkbox"/> Vancomycin	VANC

1 aliquot - Gold top- Biochemistry tests
1 aliquot - Red top – Drug level test

Factors affecting number of aliquots required:

- Number of referral sites test(s) are performed.
- Sample type needed per test(s) requested. (# plasma /# serum required)
- Samples storage requirements per test requested (room temp/ refrigerated / frozen)
- Test sensitivities (protect from light / special aliquot tube needed (trace metals).

3. Prepare the number of labels needed for the aliquot tubes required

Compare the Full name and PHIN (Unique Identifier) on each primary blood collection tube to ensure it matches exactly the prepared label for the aliquot tube.



Aliquot Label(s) requirements:

- Full name
- PHIN (Unique identifier)
- Sample type (tube top /type) (Gold, Red, Tiger top, Light Green, Dark Green, Light Blue, Navy, Grey, Purple, Urine, Fluid type)
- Temperature requirements for test (Room temperature/ frozen)

4. Using an absorbent wipe, remove the cap from the original primary specimen tube.

Using a clean disposable transfer pipette, remove the required volume of sample from the primary tube and transfer into pre-labeled aliquot tube(s).

Discard the pipette into biohazard waste after use.

Start by removing liquid from the top of the tube and slowly lower the pipette against the side of the tube being careful not to interrupt the cell layer. Leave 1 to 2 mm of liquid remaining above the buffy coat/cell layer to avoid contamination of the plasma or serum.



Required PPE:

- Safety shield / Safety glasses
- Gloves
- Long pants (no exposed skin)
- Closed toed shoes
- Lab coat (buttoned)

5. Recap the original tube and aliquot tube(s) with clean screw cap.

Transfer primary sample tubes to achieved storage rack

6. Place tightly capped aliquot tube(s) in a zip-lock bag with white absorbent strip.

Place the completed requisition in bag's side pocket.

7. Store as per specific storage requirements for the test(s) prior to transport.

8. Repeat the process for additional aliquot(s) needed for remaining patient(s).