

PLM Independent Phlebotomy Instructions Racking and Packaging of Laboratory Specimens

The following job aid provides guidance to Independent Phlebotomists in racking and packaging of blood and urine specimens for transport and delivery to the laboratory.

1. Blood specimens are placed in specimen racks to ensure specimens are upright during transport (CLSI requirement) as well as preventing the specimens from rubbing together (TDG requirement). *Please be sure that racks are well labeled.*
2. Rack blood specimens left to right with one single patient per row. See Diagram A below.

A									
A				E					
A	B			E					
A	B	C		E			H		
A	B	C		E		G	H		J
A	B	C	D	E	F	G	H	I	J

Diagram A: Racking Specimens

3. Requisitions must be in the same order as the patients' samples in the rack. Note: if samples are not in the same order then these are mismatched specimens and will be cancelled as mislabeled. The requisition must match the associated sample.
4. Single samples bagged with a requisition must still be transported in a manner that ensures they remain upright.
5. Urine samples that do not fit in the blood specimen rack must be transported in the same container as the blood specimens and are to be placed in a ziplock bag. The requisition must accompany the urine if there are no bloods with the urine. Place the urine samples in the same order as the requisitions.
6. The rack and/ or urine sample must be contained in a secondary leak proof container.
7. There must be enough absorbent material to absorb all the contents of the secondary leak proof container. Some suggested materials are blue pads or diapers.



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8. The samples must also be transported in a rigid outer container. Note: The secondary leak proof container can be the rigid outer container. You must ensure proper TDG labeling on the containers and that the Courier is TDG certified.

9. The container needs to clearly indicate the collection facility and the container must be left(not emptied) by the individual dropping off. The Delivery confirmation form must be completed prior to drop off and time stamped at time of delivery.

10. Containers and racks will be placed in the return area designated by the receiving location. Containers and racks must be picked up within the time period required at the receiving location.

Referenced to:

Document Name	Document #	Document Location
Agreement for Acceptance of Specimens Collected by Independent Phlebotomists for Laboratory Testing by Pathology and Laboratory Medicine	25961	