1. **Principle**

To label test tubes and set up serologic tests in a consistent way that ensures positive identification of test results.

Consistency in labeling will reduce misreading of names or reagents. An established procedure facilitates accurate recording of test results.

1. **Scope and Related Policies**

All test tubes for pre-transfusion testing should be labeled in a consistent manner (i.e., using the same abbreviation, minimum number of letters for patient names, etc.) and arranged in the same order in the testing block.

1. **Specimens – N/A**
2. **Materials**

**Supplies:** Test tubes – 10 x 75 mm

Water resistant marker

Block

1. **Quality Control – N/A**
2. **Procedure**

|  |  |
| --- | --- |
| 6.1 Label tubes for  ABO and Rh | * + 1. Label tubes as outlined in Block Diagram 1 (page 4). For neonates omit A1C and BC.
		2. For all patients label tubes with the patient family name and corresponding reagent. Patient names
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|  |  |
| --- | --- |
|  | may be abbreviated using the first three letters of the family name. See procedural notes 8.2* + 1. Up to six patient specimens may be tested simultaneously, with one row per patient.
		2. Place the tubes in the block as shown in Block Diagram 1 (page 4).
 |
| 6.2 Label for Type and Screen | 6.2.1 Label tubes as outlined in Block Diagram 2 (page 4).  For neonates omit A1C and BC6.2.2 Up to three patient specimens may be tested  simultaneously, with one patient on every second  row.6.2.3 For all patients label tubes with the patient family  name and corresponding reagent. Patient names  may be abbreviated using the first three letters of the  family name. See procedural notes 8.26.2.4 Place the tubes in the block as shown in Block  Diagram 2 (page 4). |
| 6.3 Label for Type, Screen and Crossmatch | 6.3.1 Label tubes as outlined in Block Diagram 3 (page 5).  For neonates omit A1C and BC.6.3.2 Only one patient should be set up per block. Label  all tubes with the patient's family name and  corresponding reagent. Patient names may be  abbreviated using the first three letters of the family  name.6.3.3 Donor segment tubes must be labeled with the  complete donor unit number. Donor cell suspension  and test tubes may be labeled with the last four  digits of the donor unit number.6.3.4 Place the tubes in the block as shown in Block  Diagram 3 (page 5). |

1. **Reporting – N/A**
2. **Procedural Notes**
	1. Depending on the facility, the order and the labeling of tubes may vary from the ones suggested in this guideline. However, order and labeling of tubes must be performed the same way within a Transfusion Medicine Laboratory (TML).
	2. If the patient family names are the same, or share the same first three letters, ensure that sufficient additional information is added to distinguish the test tubes with certainty or test separately.

1. **References – N/A**
2. **Revision History**

|  |  |
| --- | --- |
| **Revision Date** | **Summary of Revision** |
| January 31, 2014  | * Revised name of manual
* In subsection 6.3.3, revised wording to specify donor “unit” number. Changed wording from “the donor’s last four numbers” to “the last four digits of the donor unit number.”
* Added section 8.2 “If the patient family names are the same, or share the same first three letters, ensure that sufficient additional information is added to distinguish the test tubes with certainty or test separately.”
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* **ALL TUBES ARE ALSO TO BE LABELED WITH THE FIRST THREE LETTERS OF THE PATIENT'S FAMILY NAME**
* **THE DONOR SEGMENT TUBES MAY BE LABELED WITH THE PEEL OFF DONOR BAG NUMBER OR THE COMPLETE DONOR NUMBER HANDWRITTEN**
* **ALL TUBES CONTAINING DONOR CELLS MUST BE LABELED WITH THE CORRESPONDING LAST FOUR NUMBERS OF THE DONOR UNIT**
* **ALL PATIENT PLASMA TEST TUBES IN ROW 4 MUST ALSO BE LABELED WITH THE CORRESPONDING LAST FOUR NUMBERS OF THE DONOR UNIT**

O O O O O O O O O O O row 6

 **Donor 1 Donor 2 Donor 3 Donor 4 Donor 5 Donor 6**

 **Segment Segment Segment Segment Segment Segment**

O O O O O O O O O O O row 5

 **Donor 1 Donor 2 Donor 3 Donor 4 Donor 5 Donor 6**

 **3% Susp 3% Susp 3% Susp 3% Susp 3% Susp 3% Susp**

O O O O O O O O O O O row 4

 **Patient Patient Patient Patient Patient Patient**

 **Plasma Plasma Plasma Plasma Plasma Plasma**

O O O O O O O O O O O row 3

 O O O O O O O O O O O row 2

 **EDTA Patient**

 **Tube Plasma**

 O O O O O O O O O O O row 1

 **Patient -A -B -D -DC A1C BC SI SII SIII DAT/**

 **3% rbc Auto**

 **Susp**

**Block Diagram-3 (12 x 6 hole) for Type, Screen and Compatibility by Tube Test for one Patient and up to 6 donors**