



**Procedure number: Criteria for Rejecting Specimens**  
**Page Number: 3 total**  
**Effective Date: March 1, 2011**  
**“Supersedes” Notification: NA**  
**Key Function of Origin: PSMHS-TRCL**  
**Procedure Approval Authority: N. Rodriguez, Y. Yamamura**

## **Puerto Rico Clinical and Translational Research Consortium**

**Procedure Title: PSMHS-TRCL: Criteria for Rejecting Samples**

### **I. Overview/Procedure Description:**

The guidelines established in this SOP ensure the integrity of the specimen and the reliability of the results generated for the physician or investigator.

For procedural details, see section III below.

### **II. Area(s) of Responsibility:**

Immunology Reference Laboratory  
AIDS Research Program  
Ponce School of Medicine  
Ponce, Puerto Rico

Tel: 787-841-5150  
Fax: 787-841-5150  
e-mail: [nrodriguez@psm.edu](mailto:nrodriguez@psm.edu)



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### III. Procedure Details:

A specimen may be rejected in the following situations:

1. Mismatched specimens and/or lab forms from clinics, wards, and lab processing: Processing personnel should contact appropriate location and give them an opportunity to correct the problem within 2 hours for specimen to be processed. A note indicating that correction has been done for processing of the specimen has to be made in case of any discrepancy. If the processor is unable to contact the submitter, the forms and/or specimens can be sent back with a specimen rejection form stating the problem. Ultimately, repeat offenders must be monitored closely with copies of the mismatched forms.
2. Unlabeled specimens: the unlabeled specimen(s) will be discarded.
3. Incomplete label: All specimens must have the patient's full details. Lab personnel must contact the collector to correct any problems.
4. Contaminated specimen or request form: The site or clinic will be called and provided with the opportunity to submit a new specimen/form.
5. Improper specimen collection for requested assay: Technicians will not perform a test if the specimen is not properly collected.
6. Insufficient quantity of specimen submitted for the testing requested. Contact the physician, ward, or clinic and have the patient's blood redrawn or have the physician prioritize tests requested for analysis; however, this should be highly discouraged.

#### PROCEDURAL NOTES

The following is a summary of corrective actions for improperly collected or handled specimens.

- A. Take appropriate action to correct the problem. If necessary, have the specimen re-collected as soon as possible.
- B. Document all actions on the request forms or specimen rejection form, indicating the reason for rejection. Include name of the person contacted, date and time of notification, action taken, and initials of person making the notification.
- C. Notify the physician if a delay in performing the analysis will occur; this allows him or her to make appropriate decisions.
- D. The supervisor will review all rejected request forms/specimen for each day.

**IV. References:**

APPROVAL

The signature below constitutes the approval of this SOP for use in the laboratory.

**Laboratory**

**Supervisor** Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Full name. \_\_\_\_\_

Designation: \_\_\_\_\_

**Section**

**Supervisor** \_\_\_\_\_ Date: \_\_\_\_\_

**V. Help Page:**

All sites or clinics must contact us to request our services. This can be done by telephone: 787-841-5150, 787-848-6617 or 787-317-2411. Our e-mail addresses are: [nrodriguez@psm.edu](mailto:nrodriguez@psm.edu) or [karroyo@psm.edu](mailto:karroyo@psm.edu). Coordination for pick-up can be done through these contacts also.

For additional information, you can visit our site: <http://aids.psm.edu>