

## Standard Operating Procedure I: Labeling of Specimens

### Labeling Specimen Tubes

**\*\*NOTE: gloves are to be worn while handling tubes**

1. Use LABXPRT labeling system with Hi-Perf Polyester 13mm tube labels (Cat. # XC-500-461), Font size = 7pt
2. Type label into printer on 2 lines using the following format:  
Line 1: [Study ID][patient ID][sample type]  
Line 2: [date of collection][time of collection][aliquot]
3. Where:
  - a. [Study ID]=investigator initials plus study number, ex. DDF01 or DDF001
  - b. [patient ID]=number assigned to patient by TRC or investigator, ex. 001
  - c. [sample type]=letter code for the type of specimen, ex.:
    - i. BAL=Bronchoalveolar Lavage
    - ii. BFY=Buffy Coat Only
    - iii. BLD-Whole Blood
    - iv. BM=Bone Marrow
    - v. CSF=Cerebral Spinal Fluid
    - vi. MNC=Mononuclear Cells
    - vii. PLM=Plasma
    - viii. RBC=Erythrocytes + Buffy Coat (Clot)
    - ix. SLV=Saliva
    - x. SRM=Serum
  - d. [date of collection]=yymmdd, ex.101220
  - e. [time of collection]=hour and minutes of collection in 24 hour clock, hhmm, ex 1545 (In some studies, seconds may also be included at the end of the time)
  - f. [aliquot]=letter assigned to the specific aliquot, ex. A, B, C
4. To print label: press "FEED" and then "PRINT"
5. For microfuge tubes: wrap label completely around tube so that edges are touching. For cryovials: do not "FEED" labels, place label vertically on tube over white area
6. Example of completed label:

DDF01001PLM
1001251030 A
7. Note that in Database, sample ID is all on one line and has no spaces.

### Labeling Other Specimen Vessels

- Create and print the label as above.
  - For a bag, place the label directly on bag containing specimen before freezing.
- For others, adhere the label securely using tape to cover if necessary.