

**OLIVE VIEW-UCLA MEDICAL CENTER  
DEPARTMENT OF PATHOLOGY  
POLICY & PROCEDURE**

**NUMBER: 5476  
VERSION: 2**

**SUBJECT/TITLE: ADM 31.0: LABORATORY ACCIDENTS**

**POLICY:** Whenever a patient's sample cannot be tested, the ordering area must be notified. All information must be documented in accordance with this policy.

**PURPOSE:** Establish a protocol for corrective action following occurrence of a laboratory accident.

**DEPARTMENTS: PATHOLOGY**

**DEFINITIONS:**

**PROCEDURE:** When an accident occurs in the laboratory and a new specimen must be submitted before analysis can be completed, the following steps must be taken:

1. In the computer or on the specimen log, note "Laboratory Accident" and a brief description of the cause, i.e. broken in centrifuge, dropped, etc. "Laboratory Accident – appropriate Comment" Date, Time and initials.
2. If the sample is from an inpatient: notify the ward and phlebotomy of the need to redraw/resubmit another specimen. Make all necessary arrangements to do this as soon as possible. Laboratory personnel are responsible for redrawing the blood samples.
3. If the sample is from an outpatient: notify patient directly that another specimen is needed and they must return to the lab to have this done. Notify the phlebotomy room the patient will be returning.
4. On laboratory report, note: "Laboratory Accident – patient/ward notified". Write the Date, Time and initials.
5. Employee handling the specimen at the time of accident is responsible for notifying requesting area.

**SUBJECT/TITLE: ADM 31.0: LABORATORY ACCIDENTS**

**Policy Number: 5476**

**Page Number: 2**

<b>Date:</b>	<b>Revisions made:</b>	<b>By:</b>	<b>Rev:</b>
9/10/12	Placed in PPM System	S. Spike	31.0

"No changes in procedure content, new version was created to satisfy <b>CAP requirement TLC.11485 - New Director Procedure Approval</b> "	
References:	
Approved by: Armine Baltayan (Interim Laboratory Director), Deepthi Karunasiri (Co-Director of Clinical Pathology)	Date: 08/13/2018
Review Date: 08/13/2018	Revision Date: 9/10/12
Next Review: 08/13/2020	
Distribution: Administration (Pathology), Medical Administration	
Original Date: 2/19/1993	