



# Dublin Academic Medical Centre

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## Standard Operating Procedure Dublin Academic Medical Centre UCD Clinical Research Centre

**SOP Number** 3.7

**Version  
Number** 1

**SOP Title** Specimen Labelling

	<b>NAME</b>	<b>TITLE</b>	<b>DATE</b>
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**Purpose**

This SOP describes the general procedure for specimen labelling at the CRC

**Specific procedure**

1. Specimen containers will not be labelled in advance of specimen collection.
2. The appropriate allocated bar-coded label will be applied to the specimen immediately following collection from the research participant thereby ensuring correct labelling.
3. Where bar code labels are not in use the research personnel will ensure that the research participant's anonymised details are written legibly in permanent marker on the specimen container immediately following collection.
4. The research personnel will ensure that the correct label appropriate to the research study and written informed consent form is applied to the specimen.
5. The research personnel will ensure that the lid of the specimen container is securely replaced so that potential leakage does not render the sample label illegible.



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6. Bar code sticker labels will have been deemed to be suitable for use on specimen containers prior to their storage in freezers.
7. Where the research personnel are in doubt to the ownership of a particular specimen it will be destroyed appropriately.

### Change History

SOP no.	Effective Date	Significant Changes	Previous SOP no.



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