SOP: Sample Receipt and Accessioning Procedures

This SOP details the **sample receipt and accessioning procedures** to ensure accurate logging, identification, and tracking of all incoming samples. It covers steps for verifying sample integrity, labeling, assigning unique accession numbers, recording sample details in the laboratory information system, and proper storage before analysis. The goal is to maintain sample traceability, prevent mix-ups, and uphold the quality and reliability of laboratory testing processes.

1. Purpose

To establish standardized procedures for the receipt, verification, accessioning, and initial handling of all samples delivered to the laboratory.

2. Scope

This procedure applies to all laboratory personnel involved in sample receipt, accessioning, and data entry for incoming laboratory submissions.

3. Responsibilities

- **Sample Receiving Personnel:** Responsible for checking, documenting, and labeling samples upon arrival.
- **Laboratory Manager/Supervisor:** Responsible for oversight and ensuring compliance with this SOP.

4. Procedure

4.1 Receipt of Samples

1. Upon arrival, record the date and time the sample was received.
2. Obtain and review the sample submission form or requisition sheet accompanying the sample(s).

4.2 Verification of Sample Integrity

1. Inspect samples for appropriate labeling (patient/sample ID, date, requested test, etc.).
2. Check for signs of damage, leakage, or compromise during transport.
3. If issues are identified, document concerns and notify the supervisor immediately.

4.3 Labeling and Accession Number Assignment

1. Assign a unique accession number to each sample using the laboratory's numbering system.
2. Label each sample container clearly with the accession number and other relevant details (e.g., sample type, collection date).

4.4 Recording in Laboratory Information System (LIS)

1. Enter all sample details into the LIS, including:
    - Accession number
    - Patient/client details
    - Sample type and source
    - Collection date and time
    - Tests requested
2. Verify all entries for accuracy.

4.5 Sample Storage

1. Store samples according to their storage requirements (e.g., refrigeration, freezing, room temperature).
2. Ensure samples are organized and traceable by their accession numbers.

4.6 Documentation

1. Maintain a log of all received samples, including any discrepancies or issues noted during the accessioning process.
2. Retain original submission forms and correspondence for record-keeping and audit purposes.

5. References

- Laboratory Information System User Manual
- Sample Collection and Transportation Policy

6. Revision History

Version	Date	Changes	Approved By
1.0	2024-06-22	Initial SOP release	Lab Supervisor