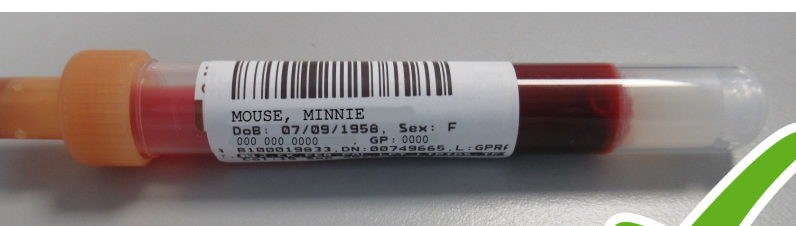
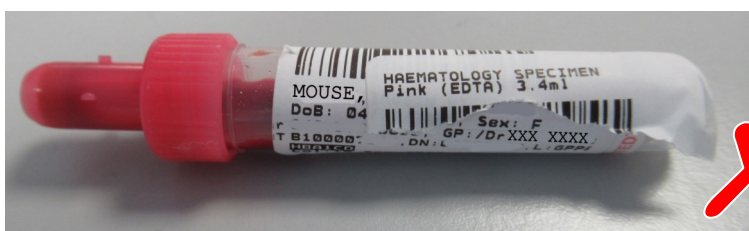
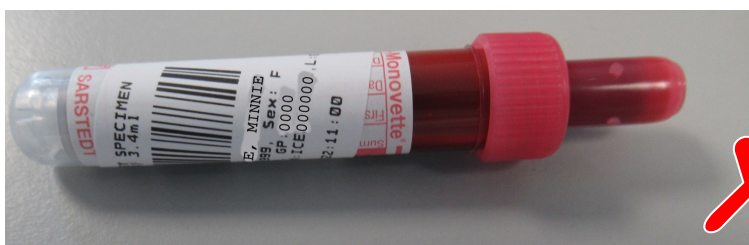


## Division of Laboratory Medicine

# Take care when putting HIVE labels on tubes



### One barcode per sample

One barcode should be used per sample. The barcode tells you which sample to take (red top/brown top). HIVE will also print out the number of barcodes required for the number of tubes. If two barcodes are printed, two tubes are required.

The analysers can only read one barcode on a tube. If you need to add on a test, please phone the laboratory or take another sample and create a new order.

### Smudged/faded labels

The analysers cannot read the barcodes on smudged and faded labels. Patient ID can also be missing and/or difficult to see. Heat and alcohol gel can cause the labels to smudge. If your labels are faded please check your print cartridges/ink ribbon in your printers. Samples that have smudged or faded labels will fail the SAP and will therefore be rejected.

### Labels on incorrect sample

Labels are test and sample specific, so please ensure the EDTA label is on the red tube and the clotted label is on the brown tube. Samples labelled incorrectly will fail the SAP and be rejected as we are unable to reprint/ swap labels in the lab. Leave sample window clear

### Vertical barcodes

Barcodes must be stuck on tubes vertically not horizontally. The analysers in the laboratory read the barcodes vertically not horizontally.

### Obscuring the sample view window

If the barcode obscures the sample window on the paediatric tube, the Biomedical Scientists are unable to see the sample in the tube. This means having to remove the label from the bottle before processing which can result in the spillage of the sample.

### All information on the barcode must be readable

If information is cut off the label the sample will fail the SAP and be rejected. Label alignment issues should be reported to Trust IT team for wards (0161 701 2020) and Labs IT team for GPs (0161 276 4079).