

# Collection Information and Labeling Instructions for Microbiology Specimens

1. Specimen containers must be properly and adequately labeled with the patient's full name and DOB printed on the side of the specimen container, not the lid (two patient identifiers minimum on each container is required).
  - a. If there are multiple specimens they will each need to be labeled with the source (type of specimen e.g. lesion, drainage, etc.) and the site (left leg, right arm, etc.) and all tests requested for that particular sample.
2. A requisition slip must accompany each specimen and have the patient's full name, date of birth, date of collection, source and site of specimen, test(s) requested, diagnosis, complete billing information, pertinent clinical information (type of infection and/or organism expected) and submitting physicians name and complete address.
3. Each specimen should have a separate requisition with the appropriate information as above.
4. Each specimen should be in the correct transport container for the specimen type and transported at the appropriate temperature.
  - a. **Never** place a specimen for culture in formalin.
  - b. See the laboratory catalog for specific information for collection and transport for each test/specimen type.
5. Any tissues requiring both cultures and pathology/histology (one specimen to be shared) should be sent immediately. Please schedule ahead by calling the laboratory. Please call for a courier immediately 517.371.9500. A requisition marked for Microbiology testing AND Pathology analysis must be included and the specimen container should be clearly marked for Microbiology AND Pathology.
6. Samples submitted without proper labeling or incomplete information may be delayed and/or rejected.
7. All specimens must be have lids tightly sealed with no external spillage. Leaking specimens will be rejected.
8. Specimens are picked up at client offices, hospitals and surgery centers routinely and delivered to Sparrow Laboratory. Sparrow Laboratories only accepts specimens from licensed medical offices, surgery centers, and hospitals. Specimens are collected by or under the direction of a licensed physician or mid-level provider.

**For questions please call Sparrow Laboratory 517.371.9500**  
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