1. **Purpose:**

   1.1 This SOP describe the step-by-step method to obtain peripheral blood samples from adults needed for laboratory testing, with proper specimen identification and handling, while ensuring patient and staff safety.

   1.2 Proper collection of an appropriate clinical specimen is the first step in obtaining an accurate laboratory diagnosis of an infectious disease.

2. **Scope:**

   2.1 The sample will be collected in the area specified for sample collection having appropriate table and chair with arm rest.

   2.2 The sample will be sent to the laboratory for specified tests.

3. **Responsibilities:**

   3.1 Laboratory / Center staff is responsible for the collection of samples according to this document.

   3.2 Officer / center incharge is responsible to implement this SOP by providing the SOP specific training and thereafter by inspections.

4. **Materials and Equipment Required:**

   4.1 Disposable gloves
   4.2 Alcohol swabs, isopropyl alcohol / spirit
   4.3 Tourniquet
   4.4 Vacutainer specimen tubes
   4.5 Vacutainer holders
   4.6 Appropriate size sterile disposable needles.
   4.7 Cotton balls/swabs
   4.8 Sharps disposal container
   4.9 10% household bleach
   4.10 Markers
   4.11 Refrigerator
   4.12 Centrifuge Machine

5. **Procedure:**

   5.1 All required materials for blood drawing should be assembled before performing the procedure.

   5.2 New sterile, single use needles and vacutainer tubes are to be used for each blood draw, and after completion needles must be properly disposed of in a puncture resistant container. They are never to be cleaned and reused for any purpose.

   5.3 Check the specific Lab requisition form to confirm the quantity of blood to be drawn and which kind of vacutainer tubes to use.
5.4 Vacutainer tubes or other specimen containers should be labeled by patient identification number, patient’s name etc. before sample collection.

5.5 Be sure to verify the identity of the client and clinic number before labeling the tubes.

5.6 Do not prepare tubes for more than one subject at a time.

5.7 The phlebotomist should wear disposable gloves and use aseptic technique during phlebotomy. Gloves should always be worn when handling or transporting specimens if there is any possibility of direct contact with blood or other body secretion.

5.8 Explain the blood drawing procedure to the client and reassure him/her for safety.

5.9 Seat ambulatory patients in a comfortable chair with the extremity from which blood will be drawn supported on a sturdy table or other support. The preferred sites for phlebotomy are the median antecubital veins of the upper extremity. Veins on the dorsum of the hand and other forearm veins are possible alternative sites. A tourniquet may be used to transiently distend veins prior to drawing blood. Do not leave the tourniquet too long.

5.10 Using the tip of the index finger, examine the phlebotomy site, feel the vein, and decide exactly where to place the puncture.

5.11 Disinfect the phlebotomy site by swabbing the skin in small outward circles with an alcohol swab. Do not touch the prepared puncture site with your fingers after disinfecting the skin.

5.12 Using aseptic technique, insert the needle of the vacutainer device into the vein. If possible, always allow the full amount of blood to be drawn by each evacuated tube when using the vacutainer system tubes. After drawing, mix the blood in tubes containing additives by inverting the tubes several times.

5.13 After drawing the required blood samples, release the tourniquet. Remove the needle from the vein, cover the puncture site with a cotton swab, and hold until adequate haemostasis is visible.

6. Reporting:

6.1 In case of any mishap report to incharge of the Laboratory / Center.