

Lab Labeling and Color-Code Checklist

Print this page, post it at the freezer or receiving bench, and run through it monthly.

Specimen and sample ID

- ☐ Written labeling procedure covers identifiers, source and who labels
- ☐ Every primary container carries the identifiers our procedure requires
- ☐ Barcode and human-readable ID on every aliquot
- ☐ Sample IDs do not encode freezer location
- ☐ Receipt date and time recorded for every specimen

Cold storage and printing

- ☐ Label stock rated for our coldest storage temperature
- ☐ Long-term labels printed thermal transfer with a matched ribbon
- ☐ Labels applied to dry, room-temperature tubes before freezing
- ☐ Adhesion tested after any change in tube, ribbon or freezer
- ☐ Every freezer, rack and box has a unique location code

Reagents and status

- ☐ Opened reagents show open date, new expiry and initials
- ☐ Month-opened color applied to every opened reagent
- ☐ No expired reagent or control found on shelves
- ☐ Every lot or batch shows exactly one status label
- ☐ Rejected and quarantined items stored apart from released stock

People and audit

- ☐ Color key posted at each freezer, bench and receiving area
- ☐ Monthly random location check done and logged
- ☐ Labeling errors counted and reviewed this month
- ☐ New staff trained and signed off on the color key

Our color key

Color	Meaning	Owner