



INTEGRATED BIOREPOSITORY OF H3AFRICA UGANDA

**MAKERERE UNIVERSITY
COLLEGE OF HEALTH SCIENCES**

STANDARD OPERATING PROCEDURE

TITLE: **ALIQUOTING**

PAGE 1 of 5

SOP #: **IBRH₃AU-SOP-BSP-007.1**

Effective Date: **09/01/2014**

Next Rev: **DEC 2015**

Prepared by :

Reviewed by:

Approved by:

(Signature & Date)

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(Signature & Date)

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TITLE: Coordinator

(Signature & Date)

NAME: Prof. Moses Joloba
TITLE: Principal Investigator

VALIDATION AND RETIREMENT

	NAME	DATE
Validated by:		
Retired by:		

ACKNOWLEDGEMENT OF READING AND UNDERSTANDING

I have received and understood the training on this SOP. If I have not understood the training I have asked the trainer to retrain me to ensure that I completely understand all the requirements.

	NAME	SIGNATURE	DATE
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TITLE:BIOSPECIMEN ALIQUOTING		Supersedes SOP#: None
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1. PURPOSE

The purpose of this IBRH3AU biospecimen aliquoting SOP is to provide guidelines for aliquoting biospecimens for delivery to requesting researchers or storage.

2. SCOPE

Lab technician, aliquoting biospecimen.

RESPONSIBILITIES

Personnel	Responsibility
Lab tech	Retrieve biospecimen from storage Aliquot biospecimen
Data manager	Provide manifest for biospecimen retrieval
Lab Manager	Coordinate biospecimen shipping

3. EQUIPMENT AND MATERIALS

- 3.1 Lab coat
- 3.2 Face Mask
- 3.3 Protective eye wear
- 3.4 Gloves
- 3.5 Disinfectant wipes
- 3.6 Bleach bucket (containing enough 10% bleach to cover all expended pipette tips)
- 3.7 Pipette(s) and pipette tips
- 3.8 Specimen Racks
- 3.9 Centrifuge Buckets with gasket seals
- 3.10 Biological Safety Cabinet (BSC)



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4. PROCEDURE

- 4.1 Wear clean laboratory coat
- 4.2 Wear protective equipment i.e. face mask, gloves, lab coat.
- 4.3 Before use wipe down all work surfaces with disinfectant (70% ethanol).
- 4.4 Turn on the BSC (refer to SOP #: IBRH3AU-SOP-EQT-002) Bio Safety Cabinet, if necessary).
- 4.5 Prepare the workspace by placing the equipment needed in the BSC, Workspace should be tidy.
- 4.6 Turn on the centrifuge (refer to SOP #: IBRH3AU-SOP-EQT-005 Centrifuge, if necessary).
- 4.7 Gather and label sterile appropriate tubes or plates to receive the specimens.
- 4.8 Remove specimens from the freezer allow biospecimen to reach room temperature and spin down in the centrifuge at appropriate speed.
- 4.9 Pipette the specimen from the original tube to the aliquot tube, ensuring that labeling is correct.
- 4.10 Eject contaminated tips into the Bleach bucket.
- 4.11 Non-contaminated tips can go in a bench top biohazard receptacle.
- 4.12 Place aliquoted specimens in cryobox, then the freezer noting the position of each biospecimen in the cryobox.
- 4.13 Place the cryobox in the freezer and note its position.
- 4.14 Update database to indicate actual volumes of specimens after aliquoting (refer to SOP: IBRH3AU-SOP-RDM-002 inventory verification).
- 4.15 After (a minimum of) 20 minutes in the bleach, contaminated tips can be strained and placed in the biohazard bag.
- 4.16 If outer glove becomes contaminated at any time, remove and replace.
- 4.17 After use wipe down all work surfaces with disinfectant.
- 4.18 Put away equipment.
- 4.19 Turn off the BSC.
- 4.20 Turn off the centrifuge.



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5. REVISION HISTORY

Revision No	Effective Date	Description of Changes Made from Preceding Revision	Approved by/ Date

ANNEX 1: DOCUMENTATION OF SUGGESTED CHANGES TO THIS SOP

CLAUSE	SUGGESTION	BY	DATE