



**INTEGRATED BIOREPOSITORY OF H3AFRICA UGANDA**

**MAKERERE UNIVERSITY  
COLLEGE OF HEALTH SCIENCES**

**STANDARD OPERATING PROCEDURE**

|   |  |   |
|---|--|---|
| TITLE: <b>BIOSPECIMEN POOLING</b>                                 |  | PAGE 1 of 6   |
| SOP #: <b>IBRH<sub>3</sub>AU-SOP-BSP-011.1</b>                    | Effective Date: <b>09/01/2014</b>                                  | Next Rev: <b>DEC 2015</b>   |
| Prepared by:<br>_____   | Reviewed by:<br>_____  | Approved by:<br>_____   |
| (Signature & Date)<br>NAME: Musinguzi Henry<br>TITLE: Lab Manager | (Signature & Date)<br>NAME: Dr. Samuel Kyobe<br>TITLE: Coordinator | (Signature & Date)<br>NAME: Prof. Moses Joloba<br>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 |
|-----|------|-----------|------|
| 1.  |      |           |      |
| 2.  |      |           |      |
| 3.  |      |           |      |
| 4.  |      |           |      |
| 5.  |      |           |      |
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| 8.  |      |           |      |
| 9.  |      |           |      |
| 10. |      |           |      |



# INTEGRATED BIOREPOSITORY OF H3AFRICA UGANDA

## STANDARD OPERATING PROCEDURE

|  |                            |                      |
|--|----------------------------|----------------------|
| TITLE: BIOSPECIMEN PULLING               |                            | Supersedes SOP#:None |
| SOP#: IBRH <sub>3</sub> AU-SOP-BSP-011.1 | Effective Date: 09/01/2014 | Next Rev: DEC 2015   |

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#### 1. **PURPOSE**

To ensure retrieval of correct biospecimens, and that the manifest reflects the physical reality, It is important to make sure that the correct biospecimens are pulled and delivered to the requesting researcher

#### 2. **SCOPE**

The scope of this SOP applies to all laboratory personnel involved in biospecimen pool listing, pulling, and delivering biospecimens



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#### 2.1 EQUIPMENT

##### Personal Protective Equipment (PPE)

- 2.1.1 Lab coat
- 2.1.2 Protective eye wear
- 2.1.3 Gloves

#### 2.2 General Requirements

- 2.2.1 Computer with access to database
- 2.2.2 Barcode scanner
- 2.2.3 Dry ice tray with dry ice

### 3. PROCEDURE

- 3.1 The data team after receiving the biospecimen request list, locates the biospecimen in the database and generates a biospecimen pull list
- 3.2 The puller goes to the freezer where the biospecimen are located, pools the biospecimen and scans in the barcode on the biospecimen
- 3.3 If the scanned barcode matches the listed barcode, the puller places this biospecimen into the pull box and moves to the next location up to when all biospecimen have been located
- 3.4 If the scanned barcode does not match the listed barcode, the puller returns the biospecimen to the freezer box and will check if the correct biospecimen can be found
- 3.5 If the correct biospecimens cannot be found the location of the box must then be listed in the trouble boxes for subsequent scanning to correct the faulty information
- 3.6 The erroneous barcode will then be sought in FreezerWorks, and the location of its current box must also be listed in the Trouble Boxes list for subsequent scanning to correct the faulty information
- 3.7 If no biospecimen is found in the location in the box (possibly biospecimen has already been pulled)
- 3.8 The puller will indicate that on the pull sheet
- 3.9 Then search for the next biospecimen available in the box or in the next box as indicated on the pull list.
- 3.10 If one is found
- 3.11 List that barcode on the pull sheet
- 3.12 If no box is found in the location



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- 3.13 The puller will indicate that on the pull sheet
- 3.14 If the puller must take a break in the pulling activity in the Freezer Farm, the box being worked on can be placed in the bottom shelf of freezer.
- 3.15 Upon filling the box, it's labeled and assigned a position in the freezer.
- 3.16 Upon having searched for all listed biospecimens
- 3.17 The puller indicates so on the pull list

For details on how to ship the pulled biospecimens refer to  
***IBRH<sub>3</sub>AU-SOP-BSP-006 sample shipping and transportation***



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#### 4. 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 |
|--------|------------|----|------|
|        |            |    |      |