INTEGRATED BIOREPOSITORY OF H3AFRICA UGANDA

MAKERERE UNIVERSITY
COLLEGE OF HEALTH SCIENCES

STANDARD OPERATING PROCEDURE

TITLE: **BIOSPECIMEN TRACKING**		**PAGE 1 of 6**
SOP #: **IBRH$_3$AU-SOP-BSP-010.1**	Effective Date: **09/01/2014**	Next Rev: **DEC 2015**
Prepared by:	Reviewed by:	Approved by:
(Signature & Date) NAME: Musinguzi Henry TITLE: Lab Manager	(Signature & Date) NAME: Dr. Samuel Kyobe 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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1. INTRODUCTION

Biopecimens coming to the IBRH3AU are collected from different sites. These specimens go through many processes before final results and aliquots are obtained. This includes transportation from the clinical site and processing in the lab hence the need for a clear write out showing the procedure used for collecting, handling and transporting biospecimens.

2. PURPOSE

The purpose of the Standard Operating Procedure is to ensure tracking of biospecimen at all times during operations of the IBRH3AU.

3. SCOPE

This SOP applies to all IBRH3AU laboratory personnel involved in biospecimen reception, processing, storage, retrieval and distribution.

4. RESPONSIBILITIES

It is the responsibility of all personnel handling biospecimen and accompanying data to ensure confidentiality, to ensure universal standards are followed, and to ensure that the biospecimen are in safe hands at all times.

5. MATERIALS

5.1 Cryoboxes
5.2 -20^{0}C fridges for storage of testing materials
5.3 Centrifuge
5.4 Variable pipettes
5.5 -80^{0}C freezer for storing aliquots
5.6 LN2 shippers where necessary
5.7 IATA regulations on transportation of biological materials
5.8 Laboratory Information Management System
5.9 Material Transfer Agreement

When using this SOP reference;

IBRH3AU shipping and transportation SOP (IBRH3AU-SOP-BSP-011)

IBRH3AU Receipt of Shipment SOP (IBRH3AU-SOP-BSP-012)

6 PROCEDURES

6.1 For local biospecimen coming to the IBRH3AU

6.1.1 A Specimen Collection Packet is assembled at the clinical site and will include the following: a Specimen Tracking Form and Lab Requisition Form, a sheet of Participant aliquot labels, and all necessary specimen containers enclosed in zip-lock bags.

6.1.2 Affix a participant ID label to the Requisition form and the Specimen Tracking Form. Write the date, time of collection, visit number, clinical staff initials and specimen collection information on the Requisition form and the Specimen Tracking form.

6.1.3 With each specimen collected, affix a Participant ID label to the specimen container (i.e. the vacutainer tube, slide/slide holder or swab tube est.).

6.1.4 Place biospecimens and requisition form in zip-lock bag in the different portions of the bags respectively. The specimen Tracking form and both participant and aliquot label sheets (this is collectively referred to as the Specimen Collection Packet). The specimen labels on the specimen containers are checked to see that they match the information on the laboratory requisition form and specimen tracking form by the person who has collected those particular samples.

6.1.5 The time when the Specimen Collection Packet leaves the clinic is noted in a separate specimen dissemination log book.

6.1.6 The Specimen Collection Packet is transported to either Immunology lab (IBRH3AU), in Makerere University College of Health Sciences using a cool box by the study driver and the lab checks and confirms reception of the samples.

6.2 Collection packet at the laboratory

6.2.1 At the lab cross check all samples are, to see that the labels on the specimens match the information on the requisition and tracking form and that they are in proper collection containers in an acceptable condition and acknowledges receipt of all samples by signing the biospecimen receipt book.

6.2.2 The biospecimen should then be processed according to immunology lab protocols as requested on the requisition forms.

6.2.3 Make whole blood spots and whole blood aliquotes respectively for eligible samples, then spin samples for 10 minutes @ 2600 rpm, prepare aliquot tubes and attach respective labels, aliquote samples (0.5ml for serum and 0.5ml or 1ml for plasma) for storage or for analysis in batches.

6.2.4 Record this information on the specimen tracking forms.

6.2.5 Hand over the raw data of results to the data capture that captures sample data and transfers them to -80^{0}C. Data capture enters the results and prints reports.

6.2.6 For biospecimen from International sites Refer to;

IBRH3AU Inventory Verification SOP IBRH3AU-SOP-RDM-002

IBRH3AU shipping and transportation SOP IBRH3AU-SOP-BSP-006

IBRH3AU sample receipt SOP

7 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