



INTEGRATED BIOREPOSITORY OF H3AFRICA UGANDA

**MAKERERE UNIVERSITY
COLLEGE OF HEALTH SCIENCES**

STANDARD OPERATING PROCEDURE

TITLE: PAXGENE RNA BLOOD SAMPLE COLLECTION		PAGE 1 of 6
SOP #: IBRH ₃ AU-SOP-BSP-002.1	Effective Date: 09/01/2014	Next Rev: DEC 2015
Prepared by : _____	Reviewed by: _____	Approved by: _____
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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. PURPOSE

To describe the procedures required for collection of whole blood using PAXgene blood RNA tube for ribonucleic acid (RNA) extraction and purification.

2. SCOPE

The SOP applies to all persons seeking to collect whole blood using PAXgene tubes.

3. LIMITATIONS

The PAXgene blood RNA tubes cannot be used for the collection of other blood samples.

4. RESPONSIBILITIES

Study Sites	Responsibility/Role
PI/Scientific director	<ol style="list-style-type: none"> 1. Determine if the procedures outlined in this SOP for blood collection using PAXgene RNA Tubes are appropriate for sample collection supplies, downstream assays and logistics. 2. Revise this SOP and inform the Study Coordinators/Phlebotomists of any revisions of the protocol.
Phlebotomist/Study Coordinator	<ol style="list-style-type: none"> 1. Ensures he/she has read, understands and follows the SOP while collecting blood from clients using PAXgene RNA tubes. 2. Conducts and assists with blood collection. 3. Records and documents outcomes. 4. Record and notify the Supervisor/Investigator of any deviations from this procedure, which are not accounted for in study specific procedures.

5. SOP SPECIFIC NEEDS AND REQUIREMENTS

5.1 SOP Specific Personnel Requirements

- 5.1.1 All personnel that collect blood samples must be trained in procedures to handle biological specimen.
- 5.1.2 All personnel that collect blood samples must have read and understood “Guidelines for Phlebotomy”



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5.2 SOP Specific Equipment and Supplies

- 5.2.1 Hand gloves
- 5.2.2 Lab coat
- 5.2.3 Closed toe shoes
- 5.2.4 PAXgene blood RNA tube
- 5.2.5 Vacutainer blood collection set
- 5.2.6 Single use holder
- 5.2.7 Tourniquet
- 5.2.8 Antiseptic (e.g. alcohol swab)
- 5.2.9 Bandage
- 5.2.10 Appropriate labels

6. PROCEDURE

6.1 Pre Sample Collection

- 6.1.1 Ensure that the PAXgene blood RNA tube is at room temperature (18°C to 25°C) prior to use and properly labeled with patient's identification.
- 6.1.2 The PAXgene blood RNA tube should be the last tube to be drawn in the phlebotomy procedure after collection of EDTA blood.
- 6.1.3 Protective clothing including hand gloves must be worn during sample collection and specimen handling.
- 6.1.4 Ensure the tubes are labeled with all the necessary identification.

6.2 Venipuncture

- 6.2.1 Using a vacutainer blood collection set, collect blood into a labeled PAXgene blood RNA collection tube according to recommended standard procedure for venipuncture.

6.3 Blood Collection

- 6.3.1 Hold the PAXgene blood RNA tube vertically, below the blood donor's arm, during blood collection.
- 6.3.2 Allow at least 10 seconds for a complete blood draw to take place. Ensure that the blood has stopped flowing into the tube before removing the tube from the holder.



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6.4 Post Blood Collection

- 6.4.1 Dispose of needle in a sharps container. Do not recap needle.
- 6.4.2 Gently invert the PAXgene blood RNA tube 8 to 10 times.
- 6.4.3 Incubate the PAXgene blood RNA tube for at least 2 hours at ambient temperature (18–25°C) before further processing.
- 6.4.4 Store the PAXgene Blood RNA Tube upright at room temperature (18°C-25°C) for up to 1 day, at 4°C for up to 5 days, or 50 months at –20°C or –70°C.
- 6.4.5 Transport all samples at room temperature to the lab for storage at -70°C.
- 6.4.6 If the samples can't be transported the same day store at -20°C until when transferred to -80°C storage.

7. REFERENCES

PAXgene blood RNA tubes kit insert.



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8 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