



## INTEGRATED BIOREPOSITORY OF H3AFRICA UGANDA

### MAKERERE UNIVERSITY COLLEGE OF HEALTH SCIENCES

#### STANDARD OPERATING PROCEDURE

TITLE: BIOSPECIMEN RETRIEVAL

PAGE 1 of 6

SOP #: IBRH<sub>3</sub>AU-SOP-BSP-011.4

Effective Date: 01/09/2018

Next Rev: SEPT 2021

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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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### Table of Contents

<b>VALIDATION AND RETIREMENT</b> .....	<b>1</b>
<b>ACKNOWLEDGEMENT OF READING AND UNDERSTANDING</b> .....	<b>1</b>
<b>1 PURPOSE</b> .....	<b>3</b>
<b>2 SCOPE</b> .....	<b>3</b>
<b>3 EQUIPMENT</b> .....	<b>3</b>
<b>4 PROCEDURE</b> .....	<b>4</b>
<b>5 REVISION HISTORY</b> .....	<b>5</b>



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#### 1. PURPOSE

This Standard Operating Procedure (SOP) describes the process for specimen retrieval and documentation, under conditions designed to safeguard the quality and integrity of the specimen.

#### 2. SCOPE

When specimens are to be sorted or required for laboratory work, it is necessary to retrieve previously collected specimens from local storage facilities.

#### 3. RESPONSIBILITIES

This SOP applies to clinical research personnel involved in retrieving specimens for sorting, pooling and shipment.

#### 4. EQUIPMENT

##### 4.1 Personal Protective Equipment (PPE)

4.1.1 Lab coat

4.1.2 Protective eye wear

4.1.3 Gloves

##### 4.2 General Requirements

4.2.1 Computer with access to database

4.2.2 Barcode scanner

4.2.3 Dry ice tray with dry ice

4.2.4 Cryovial box



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### 5. PROCEDURE

#### 5.1 General considerations

- 5.1.1 The temperature at which frozen preparations are stored affects the length of time after which specimens can be recovered in the viable state. The lower the storage temperature, the longer the viable storage period.
- 5.1.2 Handling during removal from storage will affect the viability of specimens and may result in degradation of cellular components. Every time a cryovial is exposed to a warmer environment, even briefly, it experiences a change in temperature.
- 5.1.3 Collect retrieved frozen cryovials into dry ice for sorting. Care must be taken to minimize exposure of storage/sorting box to ambient temperatures.

#### 5.2 Retrieving specimens for sorting and pooling

- 5.2.1 Compile completed study requisitions for all specimens that need to be retrieved.
- 5.2.2 Locate the specimens to be retrieved in the inventory system, at the local storage facility and generate a pool list specifying positions of the biospecimen in the freezers
- 5.2.3 Check in the freezers for these biospecimen and verify by scanning the barcode on the specimen to match with the detail on the pool/retrieval list.
- 5.2.4 If the scanned barcode on the biospecimen matches the information on the pool list, remove the biospecimen from the storage unit and transfer it into the pool box. If specimens are missing or in an incorrect location, file a deviation report and follow up with corrective and preventive action.
- 5.2.5 If the puller must take a break in the pulling activity in the freezer, the box being worked on can be placed in the bottom shelf of freezer.
- 5.2.6 Place retrieved specimens in suitable containers or boxes, and label as required for transportation.
- 5.2.7 Update the inventory system with the date the specimens were retrieved and the new location of the specimens.



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### 6. 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