



**INTEGRATED BIOREPOSITORY OF H3AFRICA UGANDA**

**MAKERERE UNIVERSITY**

**COLLEGE OF HEALTH SCIENCES**

**STANDARD OPERATING PROCEDURE**

TITLE: <b>RECEIPT OF SHIPMENT</b>		PAGE 1 of 7
SOP #: <b>IBRH<sub>3</sub>AU-SOP-BSP-012.4</b>	Effective Date: <b>01/09/2018</b>	Next Rev: <b>SEPT 2021</b>
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
1.			
2.			
3.			
4.			
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6.			
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### 1. INTRODUCTION

Biospecimens will be shipped to the Integrated Biorepository of H3Africa Uganda from national, regional and international sites and labs and they need to be properly received, processed, stored, retrieved and distributed.

### 2. PURPOSE

The purpose of this Standard Operating Procedure (SOP) is to describe the action to take when receiving a shipment.

### 3. SCOPE

This Standard Operating Procedure covers all shipments to the Integrated Biorepository of H3Africa Uganda.

### 4. RESPONSIBILITIES

Personnel	Responsibility
Coordinator	Coordinate shipping activities
Biorepository Manager	Receive/inspect
Data manager	Receive and log biospecimen into LIMS

### 5. EQUIPMENT

- 5.1 Lab coat
- 5.2 Protective eye wear
- 5.3 Gloves
- 5.4 Specimen Shipment Receipt Log
- 5.5 Black pen
- 5.6 Box cutter
- 5.7 -80<sup>0</sup>C Freezers



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## 6. PROCEDURE

### 6.1 Preparation:

- 6.1.1 Site laboratory/PI initiates shipment via email
- 6.1.2 Biorepository responds within 24 hr via email
- 6.1.3 Before shipment is sent, shipping site/lab informs IBRH3AU of how many shipping containers/boxes will be shipped.
- 6.1.4 Job number is provided from Appropriate Courier when shipment is ordered
- 6.1.5 Notice is provided from Appropriate Courier when shipment is picked up
- 6.1.6 Notice is provided from Appropriate Courier when shipment is delivered
- 6.1.7 Shipments can be monitored on the web of the Appropriate Courier using the airway bill provided.

### 6.2 Receipt at the Integrated Biorepository of H3Africa Uganda:

- 6.2.1 As CO<sub>2</sub> gas is expelled from dry ice shipments, maximum of 6 shipping boxes with dry ice can be unpacked at a time. If the shipment contains more than six shipping boxes, the shipment must be split up and the different sets opened at different times.
- 6.2.2 Wear lab coat, protective eye wear and gloves
- 6.2.3 Change gloves if soiled or damaged
- 6.2.4 Have available one Specimen Shipment Receipt Log per Waybill received
- 6.2.5 Organize containers, log boxes and complete Specimen Shipment Receipt Log
- 6.2.6 Inspect the shipment container and signage
- 6.2.7 Make sure to log all observations of any damage or omissions found on the Specimen Shipment Receipt Log
- 6.2.8 Make sure to log number of boxes received on the Specimen Shipment Receipt Log
- 6.2.9 Collect manifest and paperwork from shipment
- 6.2.10 Using box cutter, open up shipping container
- 6.2.11 Organize specimen boxes and verify that all shipment boxes are available
- 6.2.12 NB! Always make sure to keep the specimen boxes cold, and never leave yourself in a situation where you cannot keep the boxes cold.
- 6.2.13 Primary concern is to get the boxes into the freezers.



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- 6.2.14** Secondary concern is to organize the boxes.
- 6.2.15** Bring an empty rack out from the Receipt freezer, keeping it cold on a bed of dry ice in a cooler.
- 6.2.16** Transfer boxes to Receipt freezer rack, and transfer rack into Receipt freezer when full.
- 6.2.17** Log placement into Receipt freezer on the Specimen Shipment Receipt Log
- 6.2.18** Primary concern is to log location of all boxes from a Waybill.
- 6.2.19** Secondary concern is to log location of each individual box.
- 6.2.20** Log placement of boxes by listing their location in the freezer
- 6.2.21** Collect all shipment dry ice into Styrofoam boxes.
- 6.2.22** Discard unsoiled plastic bags and absorbent material in garbage
- 6.2.23** Spray down any soiled bag and absorbent material with disinfectant and discard in Biohazard bag
- 6.2.24** After work, dispose of gloves and wash hands

**Notice to site:**

Repository provides a descriptive report of the condition of the shipment within 24 hr of receipt.

### **6.3 Completion and Follow Up**

SOP is completed when all received frozen specimen boxes have been placed in the Receiving freezer, all the logs have been completed, and all the documents have been collected.

Keeping an eye on the temperature of the Receipt freezer is important.

### **6.4 Documentation**

All specimens provided to the repository from outside sources shall be confirmed and a record of the receipt shall be maintained by the repository, Documentation shall include;



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- 6.4.1** The date and time the specimens were received,
- 6.4.2** The tracking number assigned by the courier service,
- 6.4.3** Inspection of package and container for visible signs of damage,
- 6.4.4** Confirmation of the condition of the coolant used during specimen transport,
- 6.4.5** Confirmation that specimens received match those listed on the manifest,
- 6.4.6** Documentation of all problems or discrepancies
- 6.4.7** If data loggers are enclosed in shippers, they should be checked to determine if adverse temperature spikes have occurred.
- 6.4.8** Provide feedback to the shipper regarding the above



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### 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