

Unit Procedure

Transport and Storage of Biological Samples

SOP No./WI No.: CTSI-CRC-PL-161

Department: Processing Laboratory


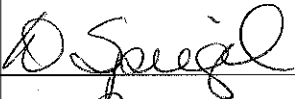
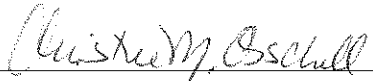
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 No.: CTSI-CRC-PL-155-01 Effective Date: 08 May 2014

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Review Period: 2 years

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Signature			
Date	06 JAN 2017	6 Jan 2017	Jan 6, 2017



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1. OBJECTIVE

This Standard Operating Procedure (SOP) describes the process for the transport and storage of biological specimens complying with all appropriate regulatory and protocol specific requirements at the Indiana Clinical and Translational Sciences Institute (CTSI) Clinical and Translational Support Laboratory (CTSL).

2. SCOPE

This SOP applies to CTSL and CRC staff providing lab processing activities for which temporary storage and transport of biological specimens is necessary. This procedure is intended to provide the basic procedure but does not over-ride protocol defined processing.

3. RESPONSIBILITIES

The Clinical and lab staff is responsible for appropriately handling and storing biological specimens according to this SOP.

4. DEFINITIONS

CRC: Clinical Research Center	CTSI: Clinical and Translational Sciences Institute
CTSL: Clinical and Translational Support Laboratory	PL: Processing Lab
SOP: Standard Operating Procedure	

5. ASSOCIATED DOCUMENTS

- 5.1. CTSI-CRC-QA-003 Document Control and Management
- 5.2. CTSI-CRC-CLN-030 Handling of SOP Deviations
- 5.3. CTSI-CRC-PL-121 General Safety
- 5.4. CTSI-CRC-PL-151 Management of Requests for Sample Processing Support

6. PROCEDURE

- 6.1. Transfer of Biological Samples in the Hospital
 - 6.1.1. Maintain processed samples under the protocol defined storage condition until transferred to required processing location.
 - 6.1.2. All biologic specimen and secondary containers must carry the applicable biohazard label.
 - 6.1.3. Transport of biological samples see Appendix A
 - 6.1.3.1. Transportation of biological specimens between buildings may be on foot or via the pneumatic transport system.

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6.1.3.2. If frozen specimens are to be transported, ice packs or dry ice must be added to the secondary container to maintain proper storage temperature of samples during transport.

6.2. Storage of Biological Samples

- 6.2.1. Following protocol defined processing and data recording, place samples in a location providing the required storage conditions per protocol specific CTSI-CRC-PL-151 Management of Requests for Sample Processing Support or defined by protocol.
- 6.2.2. If not specified, store samples in temporary locations in the freezer or refrigerator designated for temporary storage.
- 6.2.3. Record temporary storage locations on the appropriate protocol visit specific form CTSI-CRC-PL-FM508 Lab Processing Sheet.
- 6.2.4. Assign long term storage assignments according to the protocol defined requirements per CTSI-CRC-PL-151 Management of Requests for Sample Processing Support or as defined by the protocol and record assignments on the appropriate protocol specific form CTSI-CRC-PL-FM508 Lab Processing Sheet.

7. REFERENCES

- 7.1. IU EHS Biosafety Manual: <https://protect.iu.edu/environmental-health/biological/biosafety-manual/index.html>
- 7.2. Henry, John Bernard M.D., Clinical Diagnosis and Management by Laboratory Methods 19th Edition, 1996. Philadelphia, W.B. Saunders Company, 1996: 21:22

8. APPENDICES

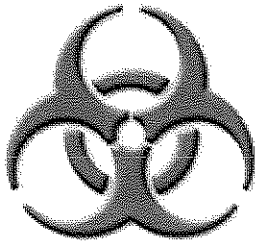
- 8.1. Appendix A, Biohazard Labels and Transport Container Examples

9. AMENDMENT HISTORY

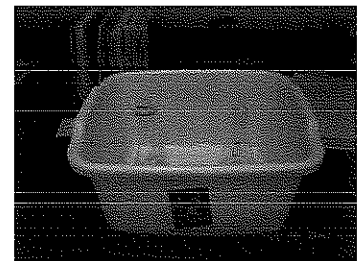
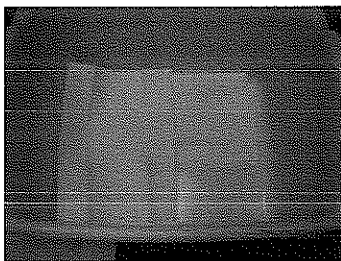
Date of Amendment:	05 Jan 2017
Amendment Request by:	Robert Orr
Change Control No, if applicable:	CTSI-CRC-PL-DC-2016-022
Details of Amendment:	Combined CTSI-CRC-PL-154 and CTSI-CRC-PL-155; Updated to footer file location; Updated 5.2 with correct SOP; Updated link to biosafety manual in 7.1

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Appendix A - Bio-hazard Labels and Transport Containers Examples

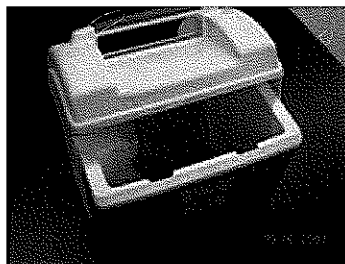


Example 1



Line the bottom of secondary container with absorbent material. Place sealed containers in lined containment and transport by hand or on lab cart.

Example 2



Place sample in leak proof, absorbent lined containment inside rigid secondary containment. (Rubbermaid, Igloo, Coleman coolers or Styrofoam boxes work well for this purpose.)