

## Standard Operating Procedure

### Collection of blood at BDN centres

SOP: PC002, version ^ 2

Document status: Open

**Document active from:** 01 May 2008<sup>^</sup>

**Document review due:** 30 April 2009<sup>^</sup>

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#### Changes to previous version

<sup>^</sup> Changed text is shown in red and deletions are shown as <sup>^</sup>. Details of significant changes are shown under History, below.

#### Introduction and aim of the procedure

This standard operating procedure defines the collection of blood samples donated to onCore UK's tissue bank. Blood is a very accessible research material from patients and may be the only source of normal case-linked material available. Blood samples available for the onCore UK tissue bank must be collected and stored in a form that will allow for changing research requirements in the future. onCore UK aims to store whole blood, serum, plasma, buffy coat and red cells. Standardisation of the collection and storage procedures will ensure that not only the whole blood but also the bioproducts are of the highest possible quality and modifications according to demand can be easily incorporated.

#### Applications and restrictions

Blood will be collected only from patients who have freely given their informed consent to donate to onCore UK according to SOP: PC001. A date and time for collection of blood that is suitable for the donor will be arranged.

Only designated, trained staff members will collect blood.

#### Training

Training in **maintaining patient confidentiality**, health and safety procedures for working with human blood, and venepuncture is given and recorded according to local procedures. Additional training to cover the specific requirements of onCore UK

is given according to SOP: TR001 using form PC002.01. A^ list of trained, competent staff ^ may be maintained on form PC002.02 if that is helpful to the BDN.

### Associated procedures and supporting documents

^ SOP: TR001	General training procedure for onCore UK activities
Form: PC002.01	Training record - collection of blood at BDN centres
Form: PC002.02	Record of competence - collection of blood at BDN centres
SOP: PC001	Donor consent
SOP: SP001	Processing and temporary storage of blood samples at BDN centres
SOP: QS001	Deviations from standard operating procedures.

### Health and Safety

Consider all human biological material to be a biohazard and handle according to local H+S rules, using universal precautions.

### Materials and equipment

Evidence of consent as required locally.

onCore UK blood collection kit (containing blood collection kit leaflet, six blood collection tubes^ and blood collection set^ ).

Local phlebotomy procedure ^ and associated materials and equipment.

### Procedure

Patients will present for venepuncture in a variety of settings such as a research centre or a routine phlebotomy clinic. They must have completed the consent process according to SOP: PC001 before blood is collected.

#### 1. Blood collection

1. Ensure area for blood collection is clear of all specimens and paperwork.
2. Confirm verbally the patient's identity by checking that name and signature are correct on the consent form or that name, address and date of birth match those on the specimen request form or blood collection kit leaflet according to local requirements.
3. Confirm verbally that the patient still wishes to donate blood to the onCore UK Biobank. If the patient wants to reconsider or withdraw from donation, refer them to the person who took consent. DO NOT pressure the patient to donate.
4. Ensure that a staff member is available to transfer samples promptly to the laboratory. ^ Ensure that laboratory staff are aware of the approximate time that samples will arrive. It is preferable that this is within 30 minutes of collection so that sample degradation is limited.
5. ^ Use the onCore UK blood collection kit containing blood collection kit leaflet, a blood collection set, two plain (clot accelerator) tubes, one acid citrate dextrose tube and three EDTA tubes. The tubes will be numbered 1 - 6 as follows:
  - 1 ^ CAT Plus tube - Red cap
  - 2 CAT Plus tube - Red ^ cap
  - 3 Acid citrate dextrose tube - yellow cap
  - 4 EDTA tube - purple cap
  - 5 EDTA tube - purple cap
  - 6 EDTA tube - purple cap

6. Remove blood bottles and blood collection set from onCore UK blood collection kit and **check that kit is still in date.** ^ Check for damage. If any part of the kit is damaged, please obtain a new kit and return the whole of the damaged kit to onCore UK Head of Operations. Do not mix kit components **because this will affect the traceability of kits.**
7. Place blood bottles in numerical order, 1-6 **as shown on the tube labels.** Collect blood according to local procedures with the following additions:
  - Collect up to 50 ml of blood. **Fill tubes in the order in which they are numbered, 1 to 6. It is essential that this order of fill is used, even if it conflicts with the normal local practice.** Make only one attempt to collect blood samples; if it is difficult to obtain blood it is not essential to fill all tubes. Do not insert the needle more than once.
  - Mix each of the tubes by inverting it 8-10 times once it has been filled **to ensure that anticoagulant or clot accelerators are distributed evenly through the sample.**
  - Invite and answer questions and thank the donor.
  - **Use of the push button blood collection set provided by onCore UK is not mandatory if, for example, the patient has a suitable central line in place. If the blood collection set provided by onCore UK has not been used, record details of the system used, including needle gauge or colour, on the blood collection kit leaflet.**
  - **If taking blood from a central line that contains anticoagulant, use local procedures to withdraw the anticoagulant before taking blood and replace the anticoagulant at the end of the blood collection procedure.**
  - **It is essential that the use of a line for blood collection does not interfere with the clinical care of the patient.**
8. Label each bottle with the patient's name, date of birth and hospital number and with the date and time of collection. It is essential that all of these data elements are recorded or the samples may be wasted.
9. **Complete the blood collection kit leaflet fully whenever the person taking blood is different to the person entering patient details onto the CELL system. The person entering the patient details must ensure that **all** of the details on the leaflet are transcribed into the CELL system, including any notes/comments. The leaflet itself must be filed as it is a record of the "raw data" and will be used to audit the accuracy of transcriptions.**
- ^ 10. Return tubes (including any that are partially or not filled) and ^ **associated form(s)** to the bag from which they came and transfer to the laboratory. Samples must arrive at the laboratory as soon as possible and preferably within 30 minutes of collection.
- ^ 11. Details of processing of samples are given in SOP: SP001.

## 2. Deviations

Any deviations from this procedure shall be recorded and investigated according to SOP: QS001.

### ^ History

Version	Date issued	Changes to previous version
1	28 Jun 2007	None, new procedure
2	01 May 2008	Amendment of distribution list. Replacement of SST tubes with CAT Plus tubes for collection of serum. Addition of the option to use central lines for the collection of blood. Additional of explanations of some steps. Removal of details of network-specific procedures

END

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