

Standard Operating Procedure

Dispatch of samples from BDN centres to the onCore UK repository

SOP: ST001, version ^ 2

Document status: Open

Document active from: 01 May 2008[^]

Document review due: ^ 30 April 2009[^]

Authorisation: This document is authorised and activated by its publication to the G: drive by the Head of Quality and Standards (HQS).

Distribution list:

- Master copy is held by the HQS.
- Head of Operations
- CELL database
- onCore UK Website
- CCB Members Portal
- Jocelyn Walters (for upload to EDGE)
- Cathy Warner (for distribution at Addenbrookes)
- Pushpa Patel (for distribution at Pan Birmingham)

Changes to previous version

Changed text is shown in red and deletions are shown as [^]. Details of significant changes are shown under History, below[^].

Introduction and aim of the procedure

This standard operating procedure defines the procedure for dispatch of samples from biosample donation network laboratories to onCore UK's tissue repository. The dispatch procedure ensures that samples are maintained at an appropriate temperature during dispatch and that opportunities for thawing of samples are avoided. Standardisation of the dispatch procedures will ensure that samples are of the highest possible quality.

Applications and restrictions

Samples will be dispatched periodically from BDNs using onCore UK's approved couriers. Dispatch is restricted to individuals trained in the requirements of this SOP.

Training

Training to dispatch samples to the onCore UK repository is given according to SOP: TR001 using form ST001.01. A list of competent staff may be maintained on form ST001.02 at participating hospitals if that is useful to the hospital.

Associated procedures and supporting documents

SOP: TR001	General training procedure for onCore UK activities
Form: ST001.01	Training record - Dispatch of samples from BDN centres to the onCore UK repository
Form: ST001.02	Record of competence - Dispatch of samples from BDN centres to the onCore UK repository
SOP: SS001	Receipt and storage of samples at the biorepository.
SOP: QS001	Deviations from standard operating procedures.
IT001	CELL system manual

Health and Safety

All human biological material must be considered a biohazard and handled according to local H+S rules using universal precautions.

Materials and equipment

Insulated (cryogenic) gloves
Jiffy bags or envelope (various sizes)
Courier's transport container and accessories

Procedure

- 1 Samples must be created and stored in the CELL system as shown in SOPs SP001 (for blood) and PC004 (for tissue) before the dispatch procedure can begin.
- 2 Samples must be dispatched from Biosample Donation Network (BDN) centres to the onCore UK biorepository on or before 7 days after the first sample awaiting dispatch was collected. The onCore UK CELL database will automatically send an e-mail to onCore UK Operations when samples are ready to dispatch. All samples available at this time shall be dispatched together.
- 3 onCore UK staff shall notify the courier that transport is needed. Staff shall arrange a time for the courier to collect the samples that is convenient for the BDN staff and the Operations staff at the repository. Once regular collection of samples is under way, routine transport to the repository shall be arranged for the same day and time each week.
- 4 There are four stages to shipping samples using the CELL system:
 - a. Create a package
 - b. Manage the package contents
 - c. Create a shipping manifest
 - d. Ship the package
- 5 **Create a package:**
 - 5.1 Log on to the onCore UK CELL system.
 - 5.2 From the sitemap, select "Create package"
 - 5.3 Enter a package description as follows:
 - 5.3.1 Your initials
 - 5.3.2 Storage temperature
 - 5.3.3 Date package createdFor example: SM RT 01/04/08 or SM -80 01/04/08 for room temperature and -80 samples respectively.
 - 5.4 Enter the date the courier is expected into the field labelled "Date (package sent)".
 - 5.5 Use the "lookup" magnifying glass to select your location in the field labelled "Origination ID".
 - 5.6 Check that destination ID is "onCore UK Repository" and transport type is "Dedicated transport"; amend if necessary.

- 5.7 The "Notes" field is free text - add notes as necessary but ensure that NO PATIENT IDENTIFIERS are used as this text will be printed on the shipping manifest.
- 5.8 Press "Save" and wait for the "Operation successful" message to appear.
- 5.9 Once a package has been created samples can be added to the package at any time before it is shipped; to do this select "Manage package" from the sitemap, select the package to which you want to add samples, press "manage contents" and proceed as shown in 6 below.
- 6 **Manage the package contents.**

In the CELL database, add samples to the package as follows:

 - 6.1 Press "File samples"
 - 6.2 Select the local storage location using the "lookup" magnifying glass
 - 6.3 Select all of the samples to be transported and press "Autofile"
 - 6.4 NOTE that it is only possible to file up to 80 samples at any one time; if more than 80 samples are selected an error message will appear stating "Encountered Server Response Error". If this happens, press "OK" and deselect some of the samples before pressing "Autofile" again.
 - 6.5 Press "Save" and wait for the "Operation successful" message to appear.
 - 6.6 Repeat sections 5 and 6 to create a separate package for samples at a different temperature. Log off from the CELL system when finished.
- 7 **Create a shipping manifest.**

Separate shipping manifests are required for room temperature and frozen samples. Shipping manifests can be printed in advance of the courier's arrival. Create a shipping manifest as follows:

 - 7.1 From the sitemap, select "Manage packages"
 - 7.2 Select the package for which you wish to create a shipping manifest
 - 7.3 Press "Generate shipping manifest", a report is generated showing all of the samples to be shipped in that package. Print this report and then close the window. Do not add any more samples to the package once the shipping manifest has been printed.
 - 7.4 Select any other package to be shipped and repeat 7.3.
 - 7.5 Log off from the CELL system when finished.
- 8 **Ship the packages.**

On the day the Courier is due, assemble appropriate packaging as follows:

 - a. FTA Elute card: Jiffy bag or envelope.
 - b. Tissue blocks: Jiffy bag or envelope.
 - c. Tissue slides: Slide carrier, Jiffy bag or envelope.
 - d. Frozen samples: None, transport container is provided by courier.
- ^ 9 Assemble non-temperature critical items (FTA Elute card, tissue blocks and glass slides). Remove from storage to dispatch area and package as described above. Address the package to "onCore UK Tissue Repository" and attach the sender's address.
- 10 Place copies of the patient consent forms into an envelope, address to the Head of Operations at onCore UK seal the envelope and mark it confidential. Do not put any samples into the same envelope. Give this envelope to the courier with the samples.
- ^ 11 Leave all of the frozen samples in the freezer until the courier arrives. The courier will bring all of the necessary insulated packaging and dry ice.

- ^ 12 Wearing insulated gloves, transfer all of the racks of frozen samples to the courier's insulated packaging. Keep the freezer open for as short a time as possible and ensure it is closed correctly when finished.
- ^ 13 Work quickly and carefully; do not break off from this procedure until all samples are inside insulated packaging.
- 14 Record the number of racks and envelopes shipped on the shipping manifest, then sign it and record the date and time samples were handed over to the courier. Ask the courier to date and sign to acknowledge receipt of the samples.
- ^ 15 ^ Once the courier has collected the samples, record in the CELL database that the package has been shipped as shown in 8.5 above. The software will send an e-mail to notify onCore UK Operations staff that the package has been shipped.
- ^ 16 The courier shall deliver the package to the ^ Fisher Bioservices repository site where it will be handled by onCore UK Operations staff in accordance with SOP: SS001.
- ^ 17 Any deviations from this procedure must be investigated and recorded according to SOP: QS001.

^ History

Version	Date issued	Changes to previous version
1	28 Jun 2007	None, new procedure
2	01 May 2008	Amended distribution list. Removal of requirement to ship samples as soon as 10 donations have been processed. Expanded detail and clarification of the use of the CELL database in dispatch. Added requirement to date, time and sign shipping manifest. Added requirement to send copy of the consent form with samples.

END.