

OSUCCC Leukemia Tissue Bank Protocol: Banking Procedure for Previously Prepared Samples

OSUCCC LTB Laboratories Procedure Banking Procedure for Previously Prepared Samples ¹		Effective: 10/01/1997	
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1.0 PRINCIPLE

In some cases, samples for the OSU Leukemia Tissue Bank may be collected and processed at the submitting institution and shipped to the procurement lab at ambient temperature or on dry ice. Ambient sample types include (but not be limited to): Bone marrow biopsy (formalin-fixed or paraffin embedded tissue) or slides of bone marrow/ bone marrow biopsy (smear, stained, or paraffin coated). Frozen sample types include (but may not be limited to): serum, plasma, or urine.

When previously processed samples are sent to the LTB, the technician must verify sample submission information. If samples are received on dry-ice, it must be verified and noted that they are received frozen. When samples are incorrectly prepared or any problem has occurred in shipping, the technician will notify the shipper as soon as possible.

2.0 SPECIMEN

Specimens should be procured as soon as they are received by the lab and preferably within 24 hours of being procured from the patient/subject. If samples are rec'd on ice or icepacks, plasma may be prepared

¹ T:\HCG\Caligiuri lab\Procurement\Lab Manual\Protocols\CALGB-OSU LTB

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but cell viability will be damaged and cells should not be procured. When samples are incorrectly prepared, notify the study contact listed in the on sample collection forms as soon as possible. Samples for all CALGB studies should be collected into the appropriate collection tube indicated in the study protocol. Any problems or comments regarding sample collection, shipment and receipt will be noted by the technician on the sample procurement form..

3.0 MATERIALS AND SUPPLIES

Sterile pipets (5ml, 10ml and 25ml)

Sterile 4x4 gauze

70% isopropyl alcohol

Sterile cryovials (2ml)

Pipet-aid

Written specimen login sheet

Latex gloves

Dry ice

Liquid nitrogen (LN2)

4.0 EQUIPMENT

Biosafety cabinet

-80C freezer

-20C freezer

Storage drawer systems specially designed for storage of slides and paraffin blocks.

5.0 QUALITY CONTROL AND SAFETY

It is recommended that specimen collection be carried out in accordance with NCCLS document M29T2. No known test sample can offer complete assurance that human blood samples will not transmit infection. Therefore, all derivatives are potentially infectious. Always spray alcohol on the caps before opening solutions. The alcohol can be dried off using gauze. If you have been out of the hood for a while and are wearing the same pair of gloves, use a new pair of gloves. Remember not to touch the sides (inside or outside) of any bottles with your pipette – if you do, dispose of the pipette and start again.

6.0 PROCEDURE

- 6.0.1. Samples are received and recorded onto the study worksheet. Samples for all CALGB studies should be collected into the appropriate collection tube indicated in the study protocol.
- 6.0.2. The technician will note any problems or comments regarding sample shipment and receipt on the sample procurement form.
- 6.0.3. Samples are assigned an accession number when received. The sample accession number is the only identifier that will be used to label or re-label samples.
- 6.0.4. Any other sample identifier will be destroyed on the label, either by removing or by using permanent markers.
- 6.0.5. The procurement lab doesn't have the capability to prepare cut sections from paraffin blocks.
- 6.0.6. Submitting institutions should not expect to have submitted paraffin blocks returned.
- 6.0.7. Paraffin blocks or microscope slides will be placed in their appropriately labeled drawers and stored by study and in order of accession number at room temperature.

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- 6.0.8. Serum, plasma and urine samples will be stored in appropriately labeled boxes at -80°C.
- 6.0.9. Bone marrow biopsy (core) samples should be stored in liquid nitrogen. It is critical that previously frozen samples do not undergo thawing. When appropriate, samples may be transferred to new, pre-chilled cryovials, only if the sample integrity is not compromised.

7.0 LIMITATIONS OF THE PROCEDURE

Sample prepared outside of the LTB are processed using identical equipment, materials and by individuals with widely varying technical experience. It is critical that samples are carefully observed for any indication of improper processing, packaging or shipping.

8.0 REFERENCES

1. NCCLS, Evacuated Tubes and Additive for Blood Specimen Collection – Fourth Edition; Approved Standard. NCCLS documentation H1-A4, Vol. 16, No. 13 Dec. 1996.