Standard Operating Procedure (SOP) for Scraping Slides for Extraction

I. SCOPE AND PURPOSE

To show a step by step procedure for scraping slides for extraction of nucleic acids.

II. PROCEDURE

A. Safety Procedures

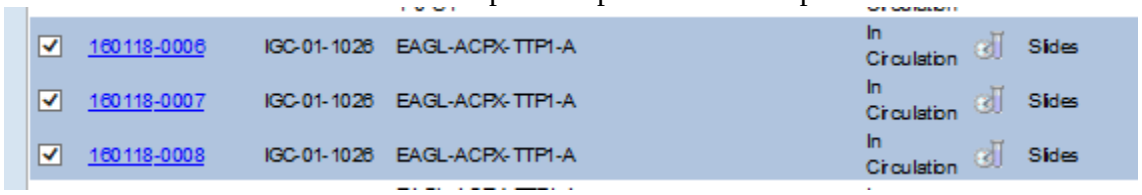
1. Wear appropriate personal protective equipment including cut resistant gloves, nitrile gloves, liquid impermeable lab coat, and safety glasses.

B. Quality Control

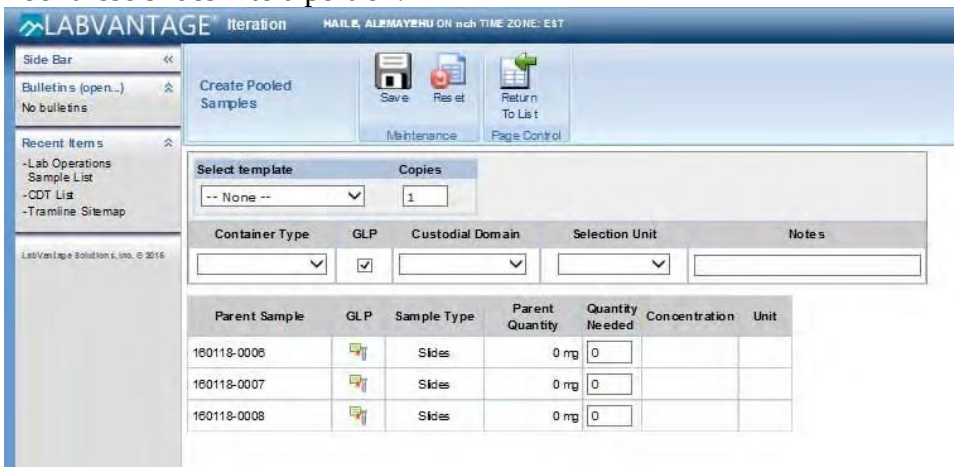
1. The slides will be received from BCR Logistics Team with a CDT.
2. At least two technicians must be present in order to perform this procedure.
3. Slides will be rinsed in DEPC H_2O and allowed to air dry overnight in a clean dust free environment.
4. The work area (countertop, microtome stage, microtome handle, block holder, weigh boat), gloves, and all the tools (razor blades, forceps, brushes) will be cleaned with 95% ethanol and dried. This will be followed by cleaning with RNase away. All areas and items will be wiped dry with sterile gauze and rinsed with DEPC H_2O and wiped dry again with sterile gauze.

C. Scraping slides

1. After receiving a CDT. Log in to Lab Vantage to receive and unpack it.
2. Scan all the slides that need to be scraped and pooled into one portion.



3. Pool these slides into a portion.



4. Enter 'portion' into the sample template box, number of copies "1", container "eppendorf tube", custodian domain Histology and Selection unit "mg " and click save .

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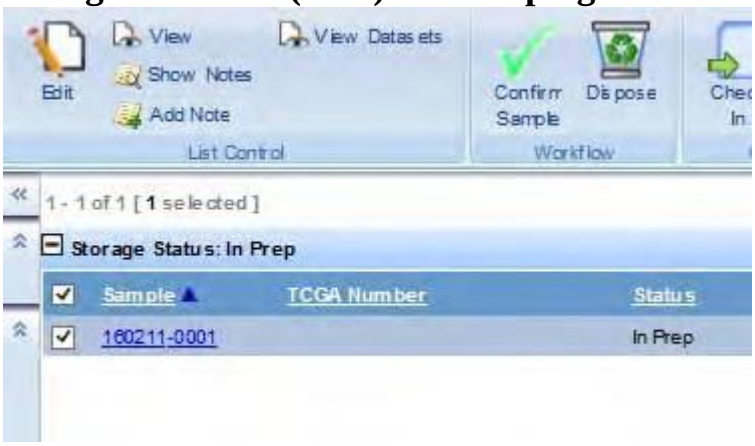

5. Confirm sample created. Add newly created sample or portion in to a new folder.
6. Return back to slide list either under "my sample" or a new folder and print labels for the pooled eppendorf tubes.
7. Set up area for scraping. Use cleaned weigh boat to catch any errant pieces of tissue.
8. Scrape one slide at a time and put all the tissue material in to a labeled eppendorf tube. Avoid warm temperature to reduce static cling of scraped material to the razor blade.
9. Change gloves, blades, and all necessary tools used to scrape after each case to avoid contamination. Reclean stage and all tools as listed in QC step 4.
10. After finished scraping, transfer samples to MGL. See sample transfer SOP – Histology.
11. QC with a second technician to make sure the CDT and samples match.

III. REFERENCES - None

IV. COMPREHENSIVE REVISION HISTORY

A. Version 1, Effective Date 5/6/2016 - New

Signatures

Approved By: **Signature on file** **Date:** **Date on file**

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