

## SOP 2.9 Buccal Collection

SOP Number: 2.9  
Version Number 1.0

	Name	Title	Date
Author			
Authoriser			

Effective Date	
Version Number	

### Purpose

This SOP describes the procedure for buccal collection from research participants.

### Responsibility

It is the responsibility of the research personnel carrying out this procedure to ensure that all steps are completed both competently and safely.

### Equipment

- Personal protective equipment: gloves (optional)
- Sterile single use cotton swab

### Procedure:

1. Research personnel will greet the research participant identify themselves, and then explain the buccal collection procedure to the research participant.
2. The research participant will be approached in a friendly calm manner and their co-operation will be gained prior to buccal collection.
3. The research participant will be correctly identified prior to buccal collection, by asking them to give their name and date of birth.
4. All sample containers and equipment needed to competently and efficiently carry out the buccal collection will be assembled prior to the procedure.
5. A sterile single use cotton swab will be removed from its packaging.

6. Sterile technique will be observed as the cotton swab is brushed inside the mouth along the cheek.
7. The buccal swab will be returned to a sterile wrapping or will be wrapped inside sterile plastic wrap.
8. A unique study identification number and/or bar code label will be applied to the sample immediately after buccal collection. Record the time of collection in the study specific documentation or data management system.
9. Transport tubes to the processing laboratory as soon as is practicable or within a maximum of 24 hours for RNA isolation and 48 hours for DNA and/or protein extraction or for direct storage at -80°C. Tubes should be transported at 4°C in a polystyrene container on ice. Record the time processing was initiated and the time of storage in the study specific documentation or data management system.

**Note:** As a general rule samples should be processed and reach the appropriate storage conditions as soon as is practicable. The maximum time limits proposed are guidelines and should be read in association with a study specific protocol.

### Change History

SOP Number	Effective Date	Significant Change	Previous SOP No.