

SOP # **400-17**Subject **Preparation of Urine Specimens**Sheet **1** of **3**

Rev		Effective Date	Author
1/19/2019 Ver 3	SOP for the UACC Biospecimen Repository	Sept 2018	Kepler

1. PURPOSE & SCOPE

To ensure proper collection, handling and preservation of urine specimens that are collected, processed and stored with in the Arizona Cancer Centers biorepository.

2. DEFINITIONS

TissueMetrix (AIM) is the biospecimen information management system administered through the University of Arizona Cancer Center.

3. REFERENCES

- Desktop SOP 400-5: Steps to Enroll Subjects and Bank Biospecimens
- Desktop SOP 400-9: Information Management
- Desktop SOP 400-11: Preparation of Blood Samples

4. RESPONSIBILITIES

- 4.1. TACMASR Laboratory research personnel who preparing samples for banking are responsible for following the procedures in the SOP and confirming that each step has been executed properly
- 4.2. Deviations are to be documented on the Collection Event Form
- 4.3. Unexpected events are to be reported to the Study Coordinator and/or Lab Director

5. SAFETY AND CAUTIONARY NOTES

- 5.1. Universal precautions and sterile technique should be followed. At minimum this should include the use of gloves, eye protection and lab coat. All processing of specimens should take place under a laminar flow hood.
- 5.2. Any spills or drops of urine should be immediately cleaned up by first spraying the spill area with 10% bleach, followed by 70% ethanol.
- 5.3. All spent containers, pipets and pipet tips are to be discarded in a red biohazard container.
- 5.4. If processing is to be delayed, store the urine specimen refrigerator in room 0915. If needed urine can be left overnight in the refrigerator and processed the following morning. This is not preferred however.
- 5.5. Complete the corresponding collection event form.

6. MATERIALS AND EQUIPMENT

- 6.1. 2.0ml Round Bottom, self-standing, cryogenic vials: VWR# 89094-810
- 6.2. Saf-T-Zip bag 6 x 9" Pack of 100 CAT# 11217-516 (Fisher).
- 6.3. 100ml sterile specimen container
- 6.4. 15ml sterile conical tubes VWR #79204-542
- 6.5. P-1000 Pipettors and sterile P-1000 filter pipette tips. USA Scientific #1122-1820
- 6.6. Sorvall Legend RT Tabletop refrigerated centrifuge located in Room 3957.
- 6.7. Biohazard container

7. URINE & BLOOD COLLECTION

- 7.1. Obtain the TissueMetrix Collection Event form and the sequential Specimen ID barcodes that are linked to the PTID. Refer to *SOP 400-9: Information Management* for details regarding the TissueMetrix labeling system.

- ~~7.2. The Biorepository requests two 6ml tubes of blood from consented study participants, K2-EDTA lavender top tube and a red top serum tube.~~
- ~~7.3. Currently Urine is only collected from Dr. Chipollini's and Dr. Lee's patients.~~
- 7.4. Pre-op is alerted by Biorepository personnel the evening before of the next day's consented patients.
- 7.5. After consenting the patient, place a Saf-T-zip bag with a specimen cup with the patients chart.
- 7.6. Urine will be collected in the OR.
- 7.7. The Biorepository is responsible for providing Pre-op a specimen cup and Saf-T-Zip bag to keep it in.
- ~~7.8. When paged, Biorepository personnel proceeds to Pre-op the OR and retrieves the urine & blood. Pre-op puts the urine & blood in a basket labeled tumor bank on the main desk.~~
- 7.9. Record the patient information on the collection event form: name, MRN, DOS, DOB, sex, race/ethnicity, attending physician.
- 7.10. Record the time and date of urine & blood collection as well as the date and time of processing.

8. URINE PROCESSING

Refer to *SOP 400-9 Information Management*, for details regarding the TissueMetrix labeling system.

- 8.1. With a marking pen, label 4 cryovials with sequential collection ID numbers designated in the collection kit. The collection number suffix for urine is 08, 09, 10, and 11. For example R180XXX 08, R180XXX 09, R180XXX 10.
- 8.2. Place the corresponding cryolabel on the tube so that it does not cover up the marking pen labeling.
- 8.3. Carefully remove the cap from the urine containing specimen container and using a 10ml pipet, pipet 10ml's of urine into a sterile 15ml conical tube.
- 8.4. Dispose of 10ml pipet in the biohazard container.
- 8.5. Centrifuge the urine in the Sovall Legend RT tabletop refrigerated centrifuge located in room 0915. Tubes should be placed in biosafety aerosol canisters and each canister balanced prior to starting the centrifuge.
- 8.6. Centrifuge the urine at 1500rpm's for 5 minutes. Setting #4 on the centrifuge.
- 8.7. Using a P-1000 pipet with filter tip, transfer 1000ul of urine into each of the 4 labeled cryovials.
- 8.8. Place the lid back on the 15ml tube containing the remaining urine and dispose in the biohazard container.
- 8.9. The remainder of the urine in the specimen cup can also be disposed into the biohazard container.

9. STORAGE

- 11.1 Filled cryovials may be temporary stored in the -20°C freezer until transfer to their permanent box in the -80°C freezer.
- 11.2 When time allows, place cryovials on dry ice and transfer to their permanent box in the -80°C.
- 11.3 Record the box and slot number of each vial on the collection event form.