

Rev		Effective Date	
1/19/2019 Ver 4	SOP for the UACC Biospecimen Repository	10/18/16	Kepler

1. PURPOSE & SCOPE

The purpose of this standard operating procedure is to establish the collection of fresh tissue ~~for Dr. Benjamin Lee, Dr. Valentine Nfonso and Dr. Steven Wang surgical cases.~~ Preservation in RNAlater when requested by an investigator.

2. REFERENCES

- 2.1 Collection Event Log
- 2.2 SOP# 400-10 Tissue Acquisition
- 2.3 RNAlater Handbook

3. RESPONSIBILITIES

- 3.1.** Laboratory personnel collecting the specimens are responsible for following the procedures in this SOP and notifying the lab manager when deviations or unexpected events arise.
- 3.2.** Laboratory personnel collecting the specimens are responsible for providing the filled out collection event log.
- 3.3.** Laboratory personnel collecting the specimens are responsible for transferring the RNAlater vials containing tissue from 4C to -80C after 24 hours.

4. MATERIALS AND EQUIPMENT

- 4.1. Subject ID barcode affixed to a Collection Event form and Sample type log forms
- 4.2. Scalpels, forceps, Kimwipes, lead pencils and alcohol resistant marking.
- 4.3 RNAlater (Ambion)
- 4.4 Cryovials (USA Scientific)

5. PROCEDURES

- 5.1 Fill 1.5ml cryovials with 1ml of RNAlater. Vials can be filled several days in advance and stored on the collection Cart.
- 5.2 Follow the procedures outlined in SOP#400 Tissue Acquisition to obtain the tissue from pathology.
- 5.3 After tissue for banking is provided by pathology, Place the piece of tissue on a small section of modeling wax and lay that on the dissecting board. Using a sterile scalpel, cut the tissue into sections if it is large enough to divide it into three 5mm x 5mm size pieces. One piece should be frozen in OCT following the procedure in SOP#400-10, one piece in a cassette for FFPE preservation and the third piece into the RANlater containing vial and label the vial with the collection number, tissue type and date.
- 5.4 Return to the Biorepository lab and transfer the RNAlater tissue containing vial to the 4C refrigerator within the Biorepository lab.
- 5.5 After 24 hours, transfer the RNAlater tissue vial to the -80 freezer and record its location on the collection event log.