

AIDS and Cancer Specimen Resource (ACSR)	Effective Date: July 2, 2015
Technical: Specimen Handling	Version 1.0
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1.0 PURPOSE

The purpose of this document is to establish the procedure to appropriately handle specimens for the AIDS and Cancer Specimen Resource (ACSR). All specimens are collected from patients with informed consent.

2.0 SCOPE

This standard operating procedure (SOP) describes how blood and tissue specimens should be collected, processed, accessioned and stored. This SOP applies to all personnel from ACSR Regional Biospecimen Repositories (RBRs) and affiliates that are responsible for handling specimens specifically for the ACSR. The SOP does not cover detailed safety procedures for handling biohazardous material and it is recommended that personnel follow institutional biosafety guidelines.

3.0 REFERENCE TO OTHER ACSR SOPS OR POLICIES

4.0 ROLES AND RESPONSIBILITIES

This SOP applies to all personnel from ACSR RBRs and affiliates that are responsible for the processing of blood and tissue specimens for storage.

5.0 MATERIALS, EQUIPMENT AND FORMS

The materials, equipment and forms listed in the following list are recommendations only and may be substituted by alternative/equivalent products more suitable for the site-specific task or procedure.

Materials and Equipment	Materials and Equipment (Site Specific)
ACSR Collection Form	The ACSR Collection Form will include patient and tissue identifiers.
Personal Protection Equipment (PPE)	Kimberly-Clark Purple Nitrile gloves Fisher Scientific catalog #19-149-863B; Splash shield Fisher Scientific catalog #17-310; Kleenguard disposable lab jackets or Kleenguard disposable sleeves: Fisher Scientific catalog #17-981-41G and Fisher Scientific catalog

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	#17-981-41D
Level 2 Biosafety Cabinet	Labconco Class II type A2 Model 346009

6.0 DEFINITIONS

See ACSR Glossary.

7.0 PROCEDURES

This procedure is intended to ensure that specimens obtained from consented participants are collected, processed and stored in a safe and efficient manner while eliminating the risks of contamination and loss.

7.1 Special Safety Precautions

- 7.1.1 Comply with "Universal Precautions" when collecting and handling all specimens.
- 7.1.2 Use PPE (personal protective equipment) in accordance with collecting institution's guidelines.
- 7.1.3 Standard best-practice working procedures include careful manipulation of the patient samples, disinfection of countertops and equipment used during testing, and disposal of biohazard waste into appropriate receptacles.

7.2 Verification of Identifying Information

As applicable, verify the accuracy of patient information (in keeping with privacy and ethical policies) and ensure that it corresponds with the information on labels on collection tubes. Ensure that all personnel are trained in the use of electronic information system(s).

7.3 Upon receipt of a blood/serum/ascites specimen:

- 7.3.1 Be sure to remove draw sheet/forms for specimen and place specimen in hood until ready for processing.
- 7.3.2 Assign an ACSR accession number and use to label all processed samples for freezing.
- 7.3.3 Process specimens as per the specified protocol.
- 7.3.4 After processing, if the specimen is to be frozen, put the specimen in either a controlled rate freezer or in a -80°C holding box until the temperature is brought down to be transferred to Liquid Nitrogen, taking extra care to secure the tubes.

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- 7.3.5 After processing, if the specimen is to be used in flow cytometric assays, be sure that the fixing solution is added and that the specimen is vortexed upon departure from the biohazard room.
- 7.3.6 Make sure to dispose of any materials used in the processing of these samples in the red biohazard bags and/or in the sharps containers.
 - 7.3.6.1 Anything that has had an unfixed bodily fluid should be treated with bleach prior to dumping into red bag.
 - 7.3.6.2 Sleeves should be used for disposal of the serological pipettes and the hood should be swiped down with bleach and ethanol.
- 7.4 Upon Receipt of Tissue/Biopsy Specimens:
 - 7.4.1 Be sure to remove draw sheet/forms for specimen and place specimen in hood until ready for processing.
 - 7.4.2 Assign an ACSR accession number and use to label all processed samples for freezing.
 - 7.4.3 Process specimens as per how the protocol dictates. If cutting is involved, take extra care with any fresh material and be sure to do all work in a hood (biosafety cabinet).
 - 7.4.4 Make sure to dispose of any waste in a red biohazard bag and to clean off all work surfaces with bleach/ethanol.

8.0 APPLICABLE REFERENCES, REGULATIONS AND GUIDELINES

- 8.1 NCI Best Practices for Biospecimen Resources
<http://biospecimens.cancer.gov/bestpractices/2011-NCIbestpractices.pdf>
- 8.2 Declaration of Helsinki.
<http://www.wma.net/en/30publications/10policies/b3/index.html>
- 8.3 Best Practices for Repositories: Collection, Storage and Retrieval of Human Biological Materials for Research. International Society for Biological and Environmental Repositories (ISBER).
http://c.ymcdn.com/sites/www.isber.org/resource/resmgr/Files/ISBER_Best_Practices_3rd_Edi.pdf
- 8.4 US National Biospecimen Network Blueprint
<http://biospecimens.cancer.gov/resources/publications/reports/nbn.asp>

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- 8.5 National Bioethics Advisory Commission: Research involving human biological materials: Ethical issues and policy guidance, Vol. I: Report and recommendations of the National Bioethics Advisory Committee. August 1999.
<http://bioethics.georgetown.edu/nbac/hbm.pdf>

9.0 APPENDICES

10.0 REVISION HISTORY

SOP Number	Date revised	Author	Summary of Revisions