

STANDARD OPERATING PROCEDURE 1**TITLE: TAKING BLOOD SAMPLES AT TCCs & TRANSFER OF SAMPLES FROM TCCs TO THE BIOBANK**

Purpose The purpose of this SOP is to describe the procedure to be followed at TCCs for taking and transportation of blood from infected individuals & healthy controls, and the procedure in place at the BioBank to receive these samples.

Scope All staff in venepuncture

Responsibilities Individual Staff

Materials Vacutainers

Equipment 1 x giving set

Procedure**Taking Blood Samples at TCCs**

1. Patients attending clinics at the designated tissue collection centres (TCC) will be informed of the BioBank study and asked to consent to donate peripheral venous blood (PVB).
2. Posters will be used to advertise for healthy control volunteers to donate blood to the BioBank
3. All volunteers will be given patient information sheets outlining the purpose and design of the study together with any risks and discomforts associated with giving a sample.
4. The volunteers will then sign the BioBank Consent Form in the presence of an NHS-Trust staff member/BioBank research nurse which will be stored at the TCC.
5. PVB will be collected into a maximum of 8 x 9ml EDTA-vacutainersTM (unless otherwise previously agreed for a specific protocol) by NHS-Trust staff/BioBank Research Nurses according to the specific SOP in place at the TCC (attached).
6. Some personal information (*e.g.* gender, date of birth, ethnicity) and clinical information; such as date of diagnosis, last HIV-negative test, details of any HAART treatment, CD4 count, VL (for HIV samples) and infectious agent, whether hospital- or community-acquired, blood culture information and any antibiotic treatment received (for bacteraemia samples) will be recorded on a datasheet.
7. The sample should be given a BioBank number & all personal/clinical details anonymised but linked by the BioBank research nurses. No identifying information will be contained on the datasheet.
8. The vacutainers will be placed in clear closable bags and the samples then placed inside commercial UN approved polypropylene 0.85L or 2.5L Biobottles (Bio-packaging Ltd, Coventry, UK) containing 2x 1.5g absorbent pouches (DriMop® liquids absorber). No more than 3 samples of PVB (ie. 24 x 9ml EDTA-vacutainers) will be placed into one 2.5L Biobottle.

9. The Biobottles will be clearly labelled with 'BIOBANK' and 'BIOHAZARDOUS MATERIAL INSIDE. IF FOUND, DO NOT OPEN' together with contact details for BioBank staff.
10. The Biobottles and the sample datasheets will then be placed within cardboard boxes which have the name and address of the BioBank as well as the contact details for BioBank staff from both the TCCs and the BioBank. The cardboard boxes will also be clearly marked with a biohazard symbol and the words 'BIOBANK' and 'BIOHAZARDOUS MATERIAL INSIDE. IF FOUND, DO NOT OPEN'. These will be stored in a secure location at room temperature until collected by the courier.

Transfer of Blood Samples from the TCCs to the BioBank

1. After taking a sample, the BioBank research nurse at the TCC will call the specialist medical couriers (City Sprint Couriers Tel: 0845 0203000, account number 50965) to arrange collection.
2. Upon booking the courier, a reference number will be provided by CitySprint, which the research nurse will then inform the BioBank via email (biobank@kcl.ac.uk) that the sample has been booked for collection and give the tracking number and name of study for which samples are being sent.
3. The courier will transport the sample to the Secretaries Office, Programme in Infection and Immunity, KCL, 2nd Floor Borough Wing, Guy's Hospital where the receiving individual will sign confirming receipt of the sample. The samples will be transported from the TCCs to the Secretaries Office according to the specific protocols of the courier.
4. Once received, the Secretaries Office will inform BioBank staff by email, telephone or in person, who will take the sample to the lobby (Room 3.25) of the CL3 unit and send an email to the Research Nurse at the TCC confirming receipt of the sample.
5. If the sample has not been received by the BioBank within two hours of collection from the TCC by the courier, the courier will be contacted and the sample traced.

Health & Safety

1. All BioBank staff working with infectious material will be trained by senior personnel in CL3 processes & will be immunised against hepatitis B by KCL Occupational Health. All staff will read the CL3 Codes of Safe Working Practice, Standard Operating Procedures and the risk assessment, and sign to confirm that they have done so.

Cross Referenced SOPs: SOP2: Tracking samples, SOP4: Spills and leaks, CL3 codes of practice