STANDARD OPERATING PROCEDURE 2

TITLE: TRACKING OF INFECTED BLOOD IN THE BIOBANK SYSTEM

Purpose: The purpose of this SOP is to describe the procedure to be followed to track infected blood and derivatives thereof from venepuncture until transfer to an investigator/researcher or until they are discarded.

Scope All staff in venepuncture

Responsibilities Individual staff

Equipment Computer

Procedure : All BioBank samples should be traceable from the time of venepuncture until either transfer to an investigator or they are discarded.

Transport of samples

After taking a sample, the BioBank research nurse at the TCC will call the specialist medical couriers (City Sprint Couriers, account number 50965) to arrange collection. Upon collection of the sample by the courier, the research nurse will sign and be given a tracking number and will inform the BioBank by email (biobank@kcl.ac.uk) that the sample has been collected by the courier and quote the courier reference number. 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. Once received, the Secretaries Office will inform BioBank staff 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. If the sample has not been received by the BioBank within two hours of collection, the courier will be contacted and the sample traced.

Booking-in samples to the BioBank

All samples received by the BioBank must be booked-in on receipt. The sample booking-in form is located within a yellow folder in the lobby (Room 3.25) of the CL3 unit. The datasheet accompanying the sample should be removed from the cardboard box containing the Biobottle. Details to be filled in include: date and time sample received, the BioBank sample number, date sample was taken, volume of sample and the initials of the BioBank staff member receiving the sample. After the appropriate sample

tube labels have been printed, the datasheet should be placed in the folder wallet behind the sample booking-in form.

SAMPLE PROCESSING FORMS

Sample Fractionation Sheet

A sample fractionation sheet located in the BioBank folder in Room 3.27 of the CL3 unit must be filled when fractionating a sample to plasma and blood cell fractions. Details include: the BioBank sample number; the date the sample was taken; the date and time of fractionating the sample; the time the sample was put in -80^{o}C storage; and the initials of the BioBank staff member who processed the sample.

Lymphoprep Datasheet

The lymphoprep datasheet located in the BioBank folder in Room 3.27 of the CL3 unit must be completed when isolating viable lymphocytes from blood samples. Details include: the BioBank sample number, the date and time of processing the sample, the volume of blood and diluted diluted used in the isolation, the resulting cell count of isolated lymphocytes and the final resuspension volume prior to storage.

Storage Location Datasheet

The storage location of all samples must be recorded in the Storage Location Datasheet located in the Biobank Storage folder present in Room 3.27 of the CL3 unit. Details to be completed in the datasheet include: the BioBank sample number, the date of processing the sample, the type of sample (ie. plasma, blood cell fraction, granulocyte fraction, PBMC), the number of aliquots of each type of sample and the -80^{o}C/liquid nitrogen storage location (ie. rack/cryobox number/letter and row).

BioBank Database

All samples received by the BioBank must be recorded in the main BioBank database. This database should be password protected and a back-up copy maintained at regular intervals. The information held on the database should include: (i) the personal and clinical information contained in the datasheet accompanying the sample from the TCC; (ii) all processing information gathered from the sample processing forms detailed above (such as the date/time of processing and -80^{o}C storage); (iii) all storage information gathered from the storage location datasheet described above such as the storage location of the sample together with the type and number of aliquots of the processed sample.

Releasing Samples

1. Upon releasing samples to researchers/investigators, a separate datasheet should be compiled. This datasheet should detail: the date of the release of the samples; the name of the principle investigator and the project; details of the BioBank sample number, type of sample and number of aliquots released together with the original storage location of the sample.
2. The main BioBank database should be updated accordingly with the number of aliquots remaining in the -80^{o}C/liquid nitrogen stores.

Cross Referenced SOPS: SOP 5: Fractionating HIV blood, SOP 11: Fractionating BAC blood, SOP 7: Lymphocyte Isolation, SOPs 6 & 8: Storing samples