

## STANDARD OPERATING PROCEDURE 6

### TITLE: STORAGE OF PLASMA, BLOOD CELLS & GRANULOCYTE-RICH FRACTIONS DERIVED FROM INFECTED BLOOD

<b>Purpose:</b>	The purpose of this SOP is to describe the procedure to be followed to store plasma, blood cell and granulocyte-rich fractions derived from infected blood at -80°C.
<b>Scope:</b>	BioBank staff
<b>Responsibilities</b>	HSE, HTA and local rules (e.g. CL3)
<b>Equipment</b>	-80°C freezer, Labelled cryoboxes, storage racks

#### Procedure

1. The storage racks used in the Biobank should hold 16 cryoboxes in a 4x4 array. The racks should be labelled numerically as appropriate.
2. The cryoboxes used by the BioBank should be labelled with the rack number followed by alphabetical labelling (A, B, C, D, E, F, G, H, J, K, M, N, P, Q, R, S) (*e.g.* 1A, 1B, 1C, 1D).
3. The most current storage rack with boxes should be kept in one of the -80°C freezers in rooms 3.26 and 3.28 of the CL3 unit. Labelled 1.5ml centrifuge tubes containing processed fractions plasma, sera, blood cells, granulocyte-rich fractions derived from infected blood should be placed in the appropriately labelled cryoboxes in rows.
4. The storage location of the sample should be recorded on the storage location datasheet (*i.e.* the rack number followed by the cryobox letter and the row number) together with the type of sample and number of aliquots held in each row. This should also be recorded on the database.
5. When full, the racks containing the storage boxes should be removed from the CL3 unit for long-term storage in the -80°C freezers as described in SOP 9.

#### Health and Safety

1. All processing of infected blood will take place in the CL3 unit within the Department of Infectious Diseases. Staff involved with the BioBank will strictly adhere to the in-house CL3 unit Codes of Safe Working Practice. Staff will wear protective gowns/jumpsuits (which include covering of the shoes), eye-protection, mask and be double gloved in the CL3 ante- room (Room 3.25). Upon leaving the CL3 lab, the external glove layer should be discarded into autoclave bags immediately next to the exit door and the inner gloves wiped with 70% IMS.
2. All BioBank staff working with infectious material will be trained by senior personnel in CL3 processes and will be immunised against hepatitis B by KCL Occupational Health. All staff will

read the CL3 Codes of Safe Working Practice, this Standard Operating Procedure and the risk assessment, and sign to confirm that they have done so.

**Cross Referenced SOPS** : SOP2: Tracking samples, SOP4: Spillage Procedure, SOP7: Lymphocyte Isolation, SOP5: Fractionating HIV blood, SOP XX: Fractionating BAC blood, CL3 codes of practice, SOP 9: Transport for long-term storage