



# Dublin Academic Medical Centre

## Standard Operating Procedure Dublin Academic Medical Centre UCD Clinical Research Centre

SOP Number 6.1  
Version Number 1  
SOP Title Biospecimen Transport and Labelling

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#### **Purpose**

To outline the correct procedures for transporting and labelling biospecimens.

#### **Specific procedure**

##### Specimen Transfer to Lab

1. All specimens should be transferred to the laboratory under the supervision of a qualified operator.
2. A unique laboratory identification number shall be assigned for each sample. This number shall be recorded in permanent non-smearing ink or waterproof, freeze-proof stickers on the sample container and the accompanying paperwork.
3. All specimens should be transferred by standard transport conditions depending on the subsequent assays.
4. The tissue specimen and cell suspension for the primary cell culture should be transported in the correct transport media, or in PBS1X solution plus antibiotics 5% (penicillin and streptomycin).
5. The tissue specimen and cell suspension for the genomics and proteomics analysis should be transported in liquid nitrogen.



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6. The blood samples should be transported in ice or at room temperature for short times.
7. All other human samples (body fluids, faeces...) should be transported in correct media as suggested from the company correct guidelines.
8. The samples should be transported in correct and resistant containers labelled as "containing biohazardous material".
9. Every sample must be contained individually in a specific container and labelled with the personal data of the patient.

#### Sample Labelling

All samples to be stored in the biobank facility must be labelled with the following information;

Researcher : The name of the person submitting the sample

Investigator : The name of the principal investigator who will take responsibility for that sample.

Project : the actual project or study to which that sample is assigned

Sample Type : serum, urine etc.

Storage temperature : The temperature at which that sample is to be stored



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### Change History

SOP no.	Effective Date	Significant Changes	Previous SOP no.