

## STANDARD OPERATING PROCEDURE

<b>Title:</b>	<b>Biospecimen Anonymization</b>		
<b>Procedure:</b>	BB.006.01	<b>Supersedes:</b>	none
<b>Originator and Date:</b>	Lise Matzke 21OCT2008	<b>Effective Date:</b>	21OCT2008
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Revision History		
Date	Reviewer	Summary of revision
20Apr2009	Crystal Leung	Reformatted to iCAPTURE format

### Purpose

To anonymize patient biospecimens received at received from the St. Paul's operating room (OR) or other areas of the hospital from which patient biospecimens are submitted. Routine pathology biospecimens, for which patient consent for research has not been accomplished, will be anonymized 6 months after biospecimen collection. Specific objectives of this SOP include:

- To ensure the appropriate labeling, packing, and storing of biospecimen meant for anonymization.
- To maintain safety and quality when labeling, packing, and storing the biospecimen meant for anonymization.
- Ensure accurate record keeping of all biospecimens being anonymized.

### Responsibilities

This procedure is applicable to:

- Biobank members

### Safety

It is important to use personal protective equipment (PPE) when handling biohazardous materials. Such PPE includes, but is not limited to:

- Latex/Nitrile Gloves
- Lab Coat
- Safety Glasses

## Definitions

Anonymization	The removal of patient related identifiers that could be used for identifying a patient. This ensures that there is absolutely no traceable link between the data and the patient to whom it belongs.
Biohazardous materials SOP	Human tissue, cells, body fluids, or culture materials that may contain infectious or other hazardous materials Standard Operating Procedure. Document used to control the methods and requirements by which personnel will perform their activities.

## Materials and Equipment

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 procedure.

Freezerbond Labels – B492	Formalin (if required)
70% Ethanol	Acetone
Kimwipes	
Single Edged Industrial Razor Blades	

## Procedures

- 1) Confirm that the pathology report has been finalized (approximately 2 weeks for a surgical and 2 months for an autopsy) and the clinically-defined storage period has been completed.
- 2) Wear any PPE required to discard or remove any other labels. Steps for anonymization include:
  - a. Remove any identifying patient information from biospecimen by peeling off label and using alcohol moistened kimwipe or acetone to remove permanent marker ink.

- b. Produce new label and attach to biospecimen container. New label should include BioLibrary ID.
  - c. For a frozen sample, apply label with direct pressure. Angular application does not allow label to stick to frozen tubes or cassettes.
- 3) Write on a new label and attach to specimen container:
- a. Patient age
  - b. Sex
  - c. Tissue type
  - d. Year of collection
  - e. Final Diagnosis
- 4) Store and transfer biospecimens in appropriate area of the Biobank such as Rm B57.