

STANDARD OPERATING PROCEDURE

Title:	Biospecimen Distribution		
Procedure:	BB.008.01	Supersedes:	none
Originator and Date:	Lise Matzke 22OCT2008	Effective Date:	22OCT2008
Review Frequency:	annually	Approved By:	The iCAPTURE Centre Privacy Team
Total Number of Pages: 3			

Revision History		
Date	Reviewer	Summary of revision
20Apr2009	Crystal Leung	Reformatted to iCAPTURE format

Purpose

Archived biospecimens and data will be sent from the iCAPTURE Biobank to research collaborators via land and air travel. It is imperative that all samples are accurately labeled and packaged, and sent to the intended recipient such that the tissue and/or data is in good form such that neither is compromised from a safety/confidentiality aspect.

Specific objectives of this SOP include:

- To ensure the appropriate packaging and labeling of tissue/data for land and air travel
- To ensure that the proper materials reach the intended destination/researcher(s)
- To maintain safety and quality when sending biospecimens and confidentiality of any data sent
- Ensure accurate record keeping of all materials sent from the Biobank

Responsibilities

This procedure is applicable to:

- Biobank personnel

Safety

It is imperative to use personal protective equipment (PPE) when handling biospecimens for image production purposes. See BB.001.01 Biohazardous material handling for further information.

Definitions

Biobank identification number	Unique identifier that links a specific piece of data or sample to a patient in an un-identified form. This includes CR(S) and PRL numbers.
Biohazardous materials	Human tissue, cells, body fluids, or culture materials that may contain infectious or other hazardous materials.
Biospecimens (wet data)	Any tissue, blood, blood product, urine, DNA or RNA extraction or product.
Dry Data	Data as it exists on paper or in a database. They may include patient data if consent is available.
Other Materials	Any other product/tangible material that is not covered under the definition of wet or dry data.
SOP	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-specific procedure.

Plastic chips	Formalin (if required)
Bubble wrap	Safety shipping labels
Absorbent pads	Shipping forms/way bills
Packing box, container or proprietary container	Dry Ice (if required)

Procedures

- Once a research group or individual has successfully received ethical approval to conduct research and attain specimens from the Biobank and has met all requirements to do so, the Biobank will pull the appropriate biospecimens and give them to the person requesting the tissue. Tissue, including microscope slides, that is to be given to investigators will be labeled with the Biobank identification number or CR(S) or PRL number only, unless the ethics board has approved otherwise.
- Any data to be sent will be de-identified. For paper based data, the original patient identifiers must be stricken out and only the Biobank identification number should appear on the paper based data.
- Where sending biospecimens on dry ice or on ice packs, it is recommended that pick-up occurs early in the day and early in the week. Shipment before the weekend (i.e. Thursday or Friday) is not recommended.
- If the samples are precious and/or the recipient has not received Biobank specimens before be sure to send a test shipment prior to sending the entire or series of shipment(s)
- Should biohazardous materials need to be sent, and involve formalin or dry ice, appropriate handling and training is required and must have a valid certificate of training in "Transportation of Dangerous Goods".
- A copy of all documents should be retained. This includes commercial invoices, transportation documents (e.g. FED-EX or Purolator Waybills). For paper based data, a copy of any fax should be retained and filed for record keeping
- On associated patient files, note the date and type of material sent as well as the destination/ receiving individual(s).
- Be sure to get a confirmation of receipt from the recipient