

STANDARD OPERATING PROCEDURE

Title:	Logging in Specimen – Cardiovascular Registry		
Procedure:	BB.011.01	Supersedes:	none
Originator and Date:	Lise Matzke 21OCT2008	Effective Date:	21OCT2008
Review Frequency:	annually	Approved By:	The iCAPTURE Centre Privacy Team
Total Number of Pages: 7			

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

Purpose

All samples and associated data received by the Cardiovascular Registry from within or outside St. Paul's Hospital must be done so in a consistent and diligent manner. It is also imperative that specimens and be stored in a safe and confidential manner.

Responsibilities

This procedure is applicable to:

- Biobank personnel
- Other Biobank personnel who may be responsible for logging-in specimens

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

See "Handling Biohazardous Materials" SOP - BB.001.01 for further information

Definitions

- Accessioning number Unique identifier that links a specific piece of clinical data or sample to a patient
- SOP Standard Operating Procedure. Document used to control the methods and requirements by which personnel will perform their activities.

Materials and Equipment

Surgical log-in book	Surgical specimen manila folder
Autopsy log-in book	Autopsy specimen manila folder
Consult specimen tracking form	

Procedures

1. Routine Autopsies (from St. Paul's Hospital)
 - a. The autopsy heart will be sent to the CV Registry from the morgue with the accessioning number on the bucket. The bucket will remain in the Registry Lab sink until it is stored for future use (see BB.010.01)
 - b. Log into CoPATH and retrieve the following information
 - Patient name
 - Sex
 - Date of birth
 - Hospital number

If you can't log into CoPATH, talk to one of the technical staff about getting this information.

- c. Transfer the above information into the "Autopsy Log-in" book (located in the Registry Office) beside the next available CR number. This will link the CR number and the accessioning number.
- d. Take an "Autopsy Specimen" manila folder (located in the Registry office and Registry laboratory) and transfer the above information onto the appropriate fields of the folder. All information about this specimen will go into the folder Be sure to include:

- Pathologist
 - Surgeon
 - Autopsy number
- e. In the upper right hand corner of the folder, write down the corresponding CR number in red marker.
- f. Once the file is complete, all manila folders can be filed in the Registry File Room.
2. Consult Autopsy Specimens (autopsies from outside St. Paul's Hospital)
- a. Incoming consult autopsy hearts can be sent to the CV Registry from anywhere although they are most commonly received from within the province of British Columbia and many times with the authority of the Coroner's Service.
- b. The specimen will be sent to either the Department of Anatomic Pathology at SPH or will be sent to the iCAPTURE Main office. Once received, transfer the specimen to the Registry Lab sink. The specimen will remain in the Registry Lab sink until it is stored for future use (see BB.010.01)
- c. Take the associated paper work to the Registry Office.
- d. Transfer the information provided into the "Autopsy Log-in" book (located in the Registry Office) beside the next available CR number. This will link the CR number and the accessioning number.
- e. Label the specimen with the next available consult autopsy number – e.g. CA08-xx
- f. Take an "Autopsy Specimen" manila folder (located in the Registry office and Registry laboratory) and transfer the above information onto the appropriate fields of the folder. Be sure to include:
- Pathologist
 - Surgeon

- Autopsy number
- g. In the upper right hand corner of the folder, write down the corresponding CR number in red marker.
- h. Using the “Consult specimen tracking form” record all information required. Place this form into the manila folder. All information about this specimen will go into the folder Be sure to also include:
- How the specimen was shipped
 - What medium it was shipped on (e.g. formalin, dry ice etc.)
 - When and by whom it was received
 - If slides or blocks were received, how many of each kind and of each stain were received: e.g. 4 blocks, 18 slides – 6 H&E; 1 PAS/D; 3 FE; 2 MOVATS; 6 CD 31
- i. Label all parts of the specimen (buckets, containers, bags etc.) with the consult autopsy number. If more than one specimens exists, label:
- CA08-xx 1/3; 2/3; 3/3
- j. Store any blocks and slides in a biohazardous bag labeled with the new consult number. These can be stored in the Registry Office – box labeled “Consult Specimens”
- k. Once the file is complete, all manila folders can be filed in the Registry File Room.
3. Routine Surgical Specimens (from St. Paul’s Hospital)
- a. Routine specimens will be sent to the CV Registry from the department of Anatomical Pathology with the accessioning number affixed to the specimen and an associated OR Requisition form. All specimens will remain in the Registry Lab until they are stored for future use (see BB.0xx.01). All specimens will be grossed routinely.
- b. Once grossed into the system, a finalized report will be generated and sent to the CV Registry.

- c. Transfer the information from the finalized report into the “Surgical Log-in Book” beside the next available CRS number. This will link the CR number and the accessioning number. Be sure to include:
 - Patient name
 - Date of birth
 - Sex
 - Hospital number
 - Specimen type
 - Accessioning number
 - d. Take a “Surgical Specimen” manila folder (located in the Registry office and Registry laboratory) and transfer the above information onto the appropriate fields of the folder. All information about this specimen will go into the folder. Be sure to include:
 - Pathologist
 - Surgeon
 - e. In the upper right hand corner of the folder, write down the corresponding CRS number in red marker.
 - f. Once the file is complete, all manila folders can be filed in the Registry File Room.
4. Consult Surgical Specimens (surgical cases from outside St. Paul’s Hospital)
- a. Incoming consult surgical specimens can be sent to the CV Registry from anywhere although they are most commonly received from within the province of British Columbia.
 - b. The specimen will be sent to either the Department of Anatomic Pathology at SPH or will be sent to the iCAPTURE Main office. Once received, transfer the specimen to the Registry Lab. The specimen will remain in the Registry Lab sink until it is stored for future use (see BB.0xx.01)

- c. Take the associated paper work to the Registry Office.
- d. Transfer the information provided into the “Surgical Log-in” book (located in the Registry Office) beside the next available CRS number. This will link the CRS number and the accessioning number.
- e. Label the specimen with the next available consult surgical number – e.g. CS08-xx
- f. Take an “Surgical Specimen” manila folder (located in the Registry office and Registry laboratory) and transfer the above information onto the appropriate fields of the folder. Be sure to include:
 - Pathologist
 - Surgeon
 - Surgical number
- g. In the upper right hand corner of the folder, write down the corresponding CRS number in red marker.
- h. Using the “Consult specimen tracking form” record all information required. Place this form into the manila folder. All information about this specimen will go into the folder Be sure to also include:
 - How the specimen was shipped
 - What medium it was shipped on (e.g. formalin, dry ice etc.)
 - When and by whom it was received
 - If slides or blocks were received, how many of each kind and of each stain were received: e.g. 4 blocks, 18 slides – 6 H&E; 1 PAS/D; 3 trichrome; 2 MOVATS; 6 CD 31
- i. Label all parts of the specimen (buckets, containers, bags etc.) with the consult surgical number. If more than one specimens exists, label:
 - CS08-xx 1/3; 2/3; 3/3
- j. Store any blocks and slides in a biohazardous bag labeled with the new consult number. These can be stored in the Registry Office – box labeled “Consult Specimens”



- k. Once the file is complete, all manila folders can be filed in the Registry File Room.