James Hogg iCAPTURE Centre for Cardiovascular and Pulmonary Research

STANDARD OPERATING PROCEDURE

Title:	**Urine Processing**		
Procedure:	**BB.015.01**	**Supercedes:**	**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

Urine samples are important specimens to collect for many different kinds of research projects. This standard operating procedure (SOP) provides detailed instructions on the processing and storage of urine from subjects.

Responsibilities

This procedure is applicable to the following teams:

- Biobank personnel who may be responsible for processing blood biospecimens

Safety

- Treat all materials coming into contact with urine as biohazardous materials. Refer to BB.001.01 (Biohazardous Material Handling). Wear personal protective equipment (PPE) throughout the procedure, including lab coat and disposable gloves.

- Cover work area with absorbent underpad.

Definitions

PPE	Personal Protective Equipment. The equipment and clothing required to mitigate the risk of injury from or exposure to hazardous conditions encountered during the performance of duty. PPE includes, but is not limited to: face shields, lab coat, goggles and gloves.
SOP	Standard Operating Procedure. Document used to control the method and requirements by which the involved parties will perform their activities.

Material and Equipment

Urine is mixed and aliquoted. All of the above products are aliquoted into cryogenic vials for long-term storage at –80°C.

Handling Conditions

- Handle all samples using Universal Safety Precautions.
- Urine samples are collected and immediately placed in an ice bath. These samples are maintained in an ice bath up to the time of centrifugation or aliquoting of the samples.

15.0mL Urine collection tubes	Sterile 3.0mL individually wrapped BD Falcon transfer pipettes
Urine collection tube caps	9 inch glass Pasteur pipettes
l.2mL self standing sterile cryogenic vials	15.0mL conical graduated polystyrene tubes with caps
2.0mL self standing sterile cryogenic vials	2.0mL sterile serological pipettes
2.0mL self standing sterile Nalgene cryogenic vials	5.0mL sterile serological pipettes
3.0mL non-sterile Transfer pipettes	10.0mL sterile serological pipettes
12 x 75 mm polystyrene tubes no caps	1.5 mL polypropylene micro tubes
50.0mL sterile graduated conical polypropylene tubes with caps	75mm hematocrit tubes
Disposable urine counting slide (Kova)	Powder Free Latex Gloves
Ice bath	Cold block
1° Nalgene freezer containers	

Procedures

Biospecimen Identification

The study patient identification is a unique number assigned by the Biobank.

Urine Processing

- Do not fill the urine past the 1.8mL mark on the cryogenic vial.
- See sample verification above.

1. Invert the urine tube several times to ensure it is mixed.
2. Using a non sterile transfer pipette transfer approximately 1.8mL of well mixed urine into each of five 2.0mL cryogenic vials labeled with the product code for urine (U).
3. Cap all aliquots and freeze at -80°C as soon as possible.