Title: Procedure for Marrero Kit Manufacture

Purpose: To assemble and manufacture Jorge Marrero kits for clinical site specimen collection.

Procedure:
1. Assemble the following materials. They may be found in Room A120A at CLASS.

   1 pre-printed Label Sheet, laser label stock, white
   1 8 1/2 x 11 inch Log Sheet
   1 Large Kit bag, 10 x 12"
   1 Small Kit bag, 6 x 8"
   1 10 mL Serum, Red Top Vacutainer, no additive
   1 10 mL EDTA, purple top Vacutainer, % additive
   2 Red-Capped Dot 5 mL Tubes
   10 red-capped Microtubes, 0.5 mL, for serum aliquots
   10 blue-capped Microtubes, 0.5 mL for plasma aliquots
   1 Microcentrifuge tube, 1.5 mL, purple cap colored by hand, for DNA aliquots
   2 2mL Samco pipets
   1 Dry Mop, full sheet

Note: Current label stock may not be used in any of the RSP printers as it destroys the output assembly. Label materials are routinely printed by the U of M Copy Center, located at Auxiliary Services. The Database Administrator produces the label files for printing. Advance Print and Graphics of Ann Arbor may serve as a backup printing facility if necessary.

2. The kit label number must be unique. This number is to be checked in the Marrero Kit Database to ensure that duplicate label sets will not be manufactured nor distributed to sites. The Marrero Kit Database is located on the NAS Server: CLASS Users: CLASS Folder: Kit Databases: Marrero Kit Database. Simply go to “select” and then “find” and enter the series number that was just printed and type “find.” If this kit number has been used, inform the Lab Manager and the IT group responsible for the production of labels. Any duplicate kit labels should be destroyed immediately.

   Also Procedural Worksheets for Checking Label Sets may be accessed for the last label series; these worksheets are located in the SWAN Label Notebook located in Room A120A. If other inconsistencies with the labels arise such as label or log sheets missing, labels sheets are not properly aligned, etc., record the occurrence on a Procedural Worksheet for Checking Label Sets; these worksheets may be printed by
accessing the SOPs located on the NAS Server: CLASS Users: CLASS Folder: SOPs. Immediately notify the Lab Manager for corrective action. File Procedural Worksheet in the Marrero Kit Notebook.

3. Assemble the kit. Place the appropriate label onto the bag/tube according to the log sheet. Tape all microtube labels with scotch tape in order to ensure the label will continue to adhere to the tube through collection, processing and storage. It is not necessary to tape the wrap-around labels on the 5 mL Dot tube. Place the vacutainers and labels for the vacutainers (still on the label sheet backing, cut out with scissors from the rest of the label sheet) into the small draw bag. All the other components after being appropriately labeled are to be placed into the large kit bag with the log sheet.

4. Each kit must be checked as part of the CLASS quality control program. The bar-coded labels on the kit bag, the small draw bag, and all the tubes inside the large bag should match with the log sheet. Additionally check to make sure the correct number and appropriate vacutainers are used as well as dry mop and vacutainer needle.

5. Record the serial numbers of the kit or kits being released in your lab notebook and the Marrero Kit Database. Also record the date released, method of shipment, lot number and expiration date of the vacutainers and other specific supply information in the comments field. Place the necessary number of kits in a box/bag, such as those that can be found in Room A122. Remove any distinguishing marks from a box that could lead to an error in shipping. Label the bag/box with the number of kits and their serial numbers. Notify the CLASS Manager that the kits are ready to be released.

6. Use the Procedure for Inventory Management to keep track of the supplies used. Subtract the number of supplies used to manufacture kits.

7. Restock kit supplies as needed.