Title: Procedure for Sample Retrieval from a Specified Storage Location

Purpose: To aid the designated laboratorian in locating and retrieving clinical research samples from freezer storage.

Procedure:
Note: Always observe Universal Precautions while handling clinical research samples.

1. Pick lists are created by the Database Manager and they detail the prioritized sample SIDs, the analytes to be performed and specify the sample tube location; i.e., the freezer, rack number, box number, and position in the box. The pick list also contains adequate space for each sample SID so that the laboratorian responsible for performing the assays or preparing the samples for assay will note sample observations in order that they will be linked to the results; this is accomplished by following the Procedure for Reporting Sample Observations. The current working copy of the pick list is available in Room A122 and previous pick lists are filed in Notebooks in Room A124. Electronic copies of pick lists are stored on the CLASS-StatLia: SWANDATA: Picklists and are filed by year and then media.

2. The day before an assay run, pull the required number and the matching sample tubes (SIDs) from the specified pick list. Also pull the appropriate quality control preparations; if unsure which preps are required, consult the laboratorian responsible for assaying the samples or reference the Serum or Urine QC Panel Worksheet which lists the QC preps required for each assay. Universal precautions are to be observed at all times and freezer boxes, pulled tubes and their labeled racks are to be placed on dry ice at all times to prevent thaw. Dry ice may be found in Room A124.

3. By visual inspection check the sample tubes pulled to ensure that they are the correct SIDs; i.e., they match the SID specified in that box location of the pick list. If all the SIDs match the pick list, proceed to step #4. If any sample SID does not match the pick list, immediately return the frozen sample to location specified on the pick list. Alert the the laboratorian responsible for sample check-in and the Database Manager. Add another sample to that day’s pick so that the appropriate number of samples may be assayed and proceed to step #4 with the sample tubes that match the pick list.

4. Place the samples in a specified storage location (commonly 33U) and alert the laboratorian who will be performing the assay that the sample tubes have been pulled. Initial and date the left-hand margin of the pick list corresponding to the samples pulled in order to document the pull. Also mark the QC preparations pulled on the QC sheet posted on top of 33U so that an accurate inventory may be maintained.

5. The laboratorian performing sample processing and/ running the assay may then proceed according to the Procedure for the Quick-thaw and Preparation of Clinical Research Samples for Assay.