Title: Procedure for Sample Return to a Specified Storage Location

Purpose: To aid the laboratorian in returning clinical research samples to a designated freezer storage location.

Procedure:
1. After the samples have been assayed, the results approved and the samples snap frozen according to the Procedure for Snap Freezing Clinical Research Samples, the samples may be returned to their original storage location as specified by the appropriate pick list. 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. At this time the pick list information will include the sample SIDs, the assays required (run) and the specific sample tube storage location; i.e., the freezer, rack number, box number and position in the box. The date and initials the samples were pulled will be recorded on the left hand margin of the hard copy. Sample observations will be recorded on the pick list as well to be linked to results; refer to the Procedure for Reporting Sample Observations.

3. Place the racks containing samples and the corresponding boxes on dry ice to prevent thaw and return the sample tubes to their specified storage location. Universal precautions will be observed at all times.

4. Record the date and initials the samples were snap frozen and returned into their storage location on the right hand margin of the pick list.