CHN 38: CHAIN SAMPLE TRANSPORT SOP

**Purpose**

The purpose of this SOP is to describe the standard procedures involved in transporting biological samples within the CHAIN Network.

**Responsibility**

This SOP applies to any study laboratory staff. It is the responsibility of those users to follow the guidelines stipulated herein.

The Principal Investigator (through the study coordinator when applicable) retains the overall responsibility of implementation of these standard procedures.

The study clinical coordinator is responsible for answering questions you may have about the content of this SOP and any other relevant study documentation. Please contact that the study clinical coordinator through your site coordinator.

**Abbreviations/Definitions**

None

**Materials**

Transport boxes

Dry Ice

Standard 2 inch cardboard freezer boxes

Custom Invoice Form (see appendix)

Material Transfer Agreement

**Methods**

1. **Preparation Procedure for transportation**
   1. Make arrangements with World Courier for date of shipment at least 3 weeks in advance.
   2. World Courier can arrange transport boxes and dry ice for shipment (for Blantyre site).
   3. Shipment to take place on a Monday or Tuesday so samples do not arrive on a weekend.
   4. Custom invoice forms need to be filled out.
   5. Ensure samples are sorted in different boxes depending on where the specific samples will be sent to (see 5.3).
   6. Make sure material transfer agreement forms are in place.
2. **Sorting of samples**
   1. Specific samples transportation to the different sites will be done accordingly:
   2. Blantyre to Kilifi:
      1. 1 EDTA plasma sample per patient per time point
      2. 1 Serum sample per patient per time point
      3. 1 fecal sample per patient per time point
3. **On day of Transportation.**
   1. Make sure correct sample boxes are in correct transportation boxes for transportation to the different countries.
   2. Make sure material transfer agreement and custom invoice form are part of each shipment and for each country.

**APPENDICES**

* 1. Plasma/ Cells Aliquot Storage Log form
  2. CHAIN Site specific sample processing flow chart

**Document history**

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| Version 1 | Author | Approved by | Dated | SOP No: |
| 1.01 **CHAIN** **Stool sample transport SOP** | KDT |  |  | **CHN38** |
| 1.02 |  |  |  |  |
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**Site training record**

All sites are required to maintain a master copy of this SOP that documents the site staff that have been trained on this SOP.

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| **Document History** | | | | |
| **Version No.** | **Trained staff initials** | **Signature of trained staff** | **Date** | **Trainer’s Initials** |
| **1.01** | **KDT** | **Example row** | **1st Jan 2016** | **DM** |
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