



- Receiving and Processing of Blood Samples -

Receiving

The BBPSP Central Lab will receive all blood sample shipments from the other Clinics at the University of Alberta, MSB 471 Edmonton, Alberta, T6G 2H7.

1. Once the samples are received, documentation will be matched and verified for confirmation of receipt at the Central Lab. A fax or phone call notice will be sent to the clinic upon receipt stating that the shipment was received, and indicating the state of contents.
2. Shipment Checklist Receivable
 - a. Vacutainer Tubes from clinic [maximum 32 per shipper]
 - b. Labelled correctly with barcode label from clinic and identified
 - c. Match all documents indicated with the shipment, the lab fax form.

Central Lab Equipment List:

- Robot
- Sterile aliquot tubes (0.5 ml capacity with screw cap) R/O # Axygen SCT-050-C-S 0.5 ml sterile screw cap with O ring
 - Tubes will be barcode labelled with random numbers to be linked to the initial CHR, but not identified.
- IBM Netvista (P3, 866Mhz, 256k Ram, 10G HD)
- Zebra 96Xiii Thermal Printer
- Symbol LS 4000i handheld barcode reader
- Whatman FT Paper CWB120205

PROCESSING

- Using the Robot, or by hand, all processing of blood samples will be done in a sterile, closed environment (under Level 2 biohazard containment). See attached product monogram regarding the ROBOT. Any questions may be forwarded to the Laboratory Director, J. Hooton @ 780-918-4878

The ROBOT will be responsible for ALL processing procedures.

1. Place vacutainer tubes in appropriate location in the robot
2. Collect new pipette for start of processing
3. Take the vacutainer tube
4. Scanning the vacutainer CHR barcode ID
5. Scanning the inventory aliquot barcode PIN (personal identification number)

6. Log inventory number with CHR number, assign storage location.
7. Remove screw cap from aliquot tube
8. Dispense 0.2 ml plasma from serum tube into aliquot tube
9. Replace screw cap
10. Place in storage location
11. Dispose of pipette tip
12. START PROCESS AGAIN UNTIL ALL SERUM TUBE IS EMPTY (#1)

Computer will be downloaded onto a CD every day at 1800h.

STORAGE:

- Storage of all samples will be located in the central lab
MSB 471
University Of Alberta
Edmonton, Alberta
T6G 2H7
Contact: J. Hooton
780-918-4878
hooton@gpu.srv.ualberta.ca

FREEZER:

- The freezer used for storage is a Nuair NU-6616G 17 cu. ft. chest freezer. Any questions may be forwarded to Laboratory Director, J. Hooton @ 780-918-4878
- Location of freezer is 471 MSB.
- The freezer is equipped with a temperature monitoring system that indicates any temperature rise or fall from the set temperature of -80°C .
A CO_2 back-up system continuously monitors the freezer temperature and will inject CO_2 To lower the temperature if it rises above -65°C . There is a dedicated telephone line to the University Central Equipment Monitor Site which provides 24 hour 7 day a week monitoring. The alarm is set to notify the staff of the monitoring site whom the temperature of the freezer moves into the range of -60°C . Staff at the centre will call in the following order: Dr. J. Hooton, Dr. B. Ritchie, Trevor Soll, until the call is responded to in person.