


STANDARD OPERATING PROCEDURE				
	Ragon Institute Specimen Distribution Guidelines		SOP #	PL-SOP-005
	Originated by:	Ildiko Toth	Date:	27 April 17
	Laboratory:	Processing LAB	Pages:	1 of 2
	Approved by:	Alicja Trocha		

I. PURPOSE:

The purpose of this procedure is to outline the guidelines for distribution of specimen/s from CIDB at Ragon Institute. To request patients samples you must have an active Concept Sheet which can be submitted through CIDB portal.

II. PROCEDURE:

1. Fresh Blood distribution:

- a. HIV- blood is distributed by the Clinical Coordinators. ragonclinicalresearch@partners.org
- b. HIV+ blood is distributed by the Processing Lab. Request as a simple e-mail should be submitted to MGH Processing Lab mailbox. MGHProcessingLab@partners.org include CS#

2. Fresh plasma or PBMC distribution:

- a. Requests should be submitted to the Processing Lab by e-mail. Same as above .

3. Frozen sample distribution:


- a. **GATES-reserved** samples are reserved for GATES investigators only. Non-GATES investigators need to submit a request to the GATES administrator as an e-mail and after approval the administrator will request the frozen sample in behalf of the researcher.
- b. **PBMC or plasma of controllers**
 - i. *Two aliquots of EVERY time point are reserved and the rest can be requested.*
- c. **PBMC or plasma from subjects on ART or HIV-donors**
 - i. Two aliquots of ANY time point are reserved the rest can be requested.
- d. Requesting Reserved aliquot:
 - i. **Reserved samples for special projects:** are restricted to the investigator who is the PI of the project. Request to receive frozen aliquots should be addressed to the PI.
 - ii. **Requesting the last two frozen aliquots:** the manager of the Processing Lab will send out an e-mail to the Faculty & Fellows asking if anyone has any objections to distribute one of the last reserved aliquot. If nobody objects after 72 H the manager will un-reserve the sample and the researcher can request using the Ragon Institute Sample Request Management program of CIDB.

III. REFERENCES/ ADDITIONS/ NOTES:

Subject appointments and availability are posted on the SharePoint Clinical Research Calendar <http://sharepoint.partners.org/mgh/clinicalresearchplatform/default.aspx>

Completed HIV-form should be submitted ragonclinicalresearch@partners.org no later than Friday.

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