


STANDARD OPERATING PROCEDURE				
	Ragon Institute SOP for HLA shipments		SOP #	PL-SOP-009
	Originated by:	Ildiko Toth	Date:	27 April 17
	Laboratory:	Processing Laboratory	Pages:	1 of 2
	Approved by:	Alicja Trocha		


I. PURPOSE:

The purpose of this procedure is to outline the procedure for shipment of HLA samples.

II. PROCEDURE:

- 1) Processing lab – Email send to RAGON on 1st business day each month
- 2) Processing Lab- on 5th day after collecting FULL REPORT (HLA SHIPPING MANIFEST_FEB 2015) will send that draft to CIDB (ragoncidb@partners.org)
- 3) IF any of the FULL REPORT columns (HLA SHIPPING MANIFEST) cannot be filled due to lack of information (protocol/grant/origins) the samples will not be send for HLA typing. That issue must be resolved. Only FULL REPORT will be processed by Processing LAB.
- 4) CIDB Team review, assign new RAGON ID if needed (only possible with the FULL REPORT filled completely) , and send draft to HLA typing lab **Yuko Yuki** yukiy@mail.nih.gov and cc: **Arman Bashirova**
- 5) HLA Typing lab –review information and assign CARRINGTON ID when needed. Once approved HLA Lab will send LABELS to PL for sample preparation.
arman.bashirova@nih.gov
- 6) HLA Typing lab will send final draft to CIDB Team(Raja Nakka:), Billing Manger (Alex Cusson) and Processing Lab(Ildiko Toth). RNAKKA@mgh.harvard.edu; acusson@mgh.harvard.edu; ITOTH@mgh.harvard.edu
- 7) Processing Lab after receiving labels from HLA Lab will proceed with labeling the special tubes and distribution them to the researchers who order HLA typing.
- 8) Researchers will transfer DNA to specific tubes and bring them to PL for shipment.
- 9) Billing Manager will contact Leidos to obtain Invoice & process payment through AP. Billing manager will provide Processing lab with confirmation of Fedex tracking number for payment, authorizing shipment of samples.
- 10) PL will do final check /match with the manifest and send package to HLA Lab –sending them FedEx tracking number (**Yuko Yuki** : yukiy@mail.nih.gov)
- 11) HLA Lab will confirm the shipment and accuracy within 7 days
- 12) HLA results will be send to CIDB team who will inform PL that those were received and upload
 - a. will be done in 7 days

STANDARD OPERATING PROCEDURE

 Ragon Institute of MGH, MIT and Harvard	Ragon Institute SOP for HLA shipments		SOP #	PL-SOP-009
	Originated by:	Ildiko Toth	Date:	27 April 17
	Laboratory:	Processing Laboratory	Pages:	2 of 2
	Approved by:	Alicja Trocha		

III. REFERENCES/ ADDITIONS/ NOTES:
N/A