


STANDARD OPERATING PROCEDURE

	Sample & Specimen Transfer Protocol		SOP #	ST_SOP_001
	Originated by:	Alicja Trocha	Date:	24 June 2017
	Laboratory:	Walker Lab	Pages:	1 of 2
	Approved by:	Alicja Trocha		

I. PURPOSE:

The purpose of this procedure is to outline the procedure to be carried out uniform training for all new Ragon employees

II. SAFETY:

This Protocol is acquired to protect safety of all employee and visitors at Ragon Institute.

III. REQUIREMENTS: Qualified trainer


IV. PROCEDURE:

Sample & Specimen Transfer Protocol

Place materials (samples, specimens, plates, flasks and/or tubes) to be transferred into the plastic biohazard transferring container with removable snap lid. The lid must be secured before transferring materials. Place an absorbent blue pad inside the container. Each lab has several transferring containers; it must be returned after use. There are many occasions when materials may need to be transferred. An example would be transferring ELIspot plates to the BL2⁺ lab to use the ELIspot washer or bringing samples to be run in the Flow Core.

- **Do not carry or transfer anything in your hands (plates, tubes, reagents) which were in TC already – Use the transfer container with a snap lid and handle or other closed container (like red/white biohazard containers we receive blood in)**
- **Infectious/non-fixed samples must use air-tight clear Nalgene transfer container which each TC MUST have (see floor manager for this)**
- Small, single item like antibody, small tube can be transferred in the fresh glove or carried between the labs in one gloved hand but if there is more to carry than container must be used – the risk that this will end up on the floor and brake is greater.
- **Please wipe the outside and handle of the transfer container with 70% alcohol before and after each use!**
- For irradiating feeders, first wipe the tube with 70% alcohol. Then place it in a plastic container before you take it outside of the lab.
- **Gloves are not to be worn when carrying the container – it is required that the container be disinfected prior to each use. This container is left often outside and must be “clean “so everybody can touch that without gloves.**
- **Samples are never to be brought through the office/admin area.**
- When transporting between floors, please use the stairwell that is **outside** of the elevator lobby (across from the men’s restroom on each floor). You can wear lab coat between floors when using that stairwell.

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- Check with your lab manager before transporting large samples, or large amounts of samples, that would require use of the elevators!
- When transporting samples to and from the institute, please use IATA-certified packing methods. The detail Power Point Presentation is on the INTRANET above SOP

Infectious/non-fixed samples must use air-tight clear Nalgene transfer container which each TC MUST have .

(see floor manager for this)