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LIVERPOOL	Standard Operating Procedure			
GCPlabs	PROCESS	ING OF SAMP	LES FOR THE	
	CHRONIC	PANCREATIT	IS BIOBANK	
	AND	CONTROLS BI	IOBANK	
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1. WHO?

This Standard Operating Procedure (SOP) applies to all designated Clinical Research Fellows, and to GCLP Technicians and Liverpool Pancreatitis Research Group (LPRG) staff trained to process samples for the Chronic Pancreatitis Biobank and the Controls Biobank.

2. BACKGROUND

The Chronic and Control biobanks involves the collection and storage of human pancreas tissues for future, ethically approved, translational research. This involves Research Fellows, GCLP Laboratory staff and LPRG staff working as a team, to ensure that samples are collected according to Good Clinical Practice principles, legislation, only after full, informed consent is obtained and the rights and well-being of the patient is of paramount importance. The samples should be processed in a timely manner, the chain of custody maintained and the integrity of the sample assured. The samples should be stored to ensure that they can be accessed when needed for ethically approved future work.

3. PURPOSE

This SOP describes the processing of samples donated by patients for storage in the Chronic Pancreatitis Biobank.

4. SCOPE

This SOP applies to the designated Clinical Research Fellows, the GCLP Technicians and the LPRG staff and staff members delegated by the GCLP Operational Director to receive and process the sample. The sample may be processed either in the GCLP Facility or in the LPRG laboratory.

5. PROCEDURE

5.1 RESPONSIBILITY

- The appropriate technician should be informed of any planned sampling prior to the patients being approach, to ensure they are available for processing.
- It is the responsibility of the Clinical Research Fellows or Research Nurses to transfer the samples to the appropriate staff member processing the samples.
- If the sample(s) are ready for processing when the member of staff to process the sample is unavailable, then the sample can be left for up to 3 hours before the sample is processed from the time it was taken. If the designated member of staff is still not going to be available within the 3 hours, then it is the responsibility of the delegated (by the GCLP Operational Director) Research Fellow or Researcher to process the samples according to this SOP.
- It is the responsibility of the person processing the samples to follow the associated local SOPs depending on whether the samples are processed in the GCP Lab Facility or LPRG laboratory.

5.2 PROTOCOL

- 1. The person responsible for processing should be informed before samples are obtained to allow them to organise the time for processing, and once taken that individual should be sought to directly receive the samples.
- 2. The SARSTEDT Monovette Serum Z (9 ml) tube should have been immediately inverted by the research fellow 10 times after being taken. The processor must ensure that at least 30 minutes has elapsed since the time it was taken.
 - Check the sample sheet to ensure this has been done. If not the processor should invert the tube 10 times and leave the serum tube in an upright position for at least 30 minutes before processing.
- 3. All processes must be recorded on the LIMS (Laboratory Information Management System).
- 4. Login to LIMS (SOP: Use of the LECMC GCLP LIMS), select:
 - Select Matrix Plus icon
 - Select 'Access'
 - Select Login, complete Login process
 - Select 'Live'
 - Select 'Trials and Studies', from the drop-down menu, select 'Panc Studies', select 'Panc Rota'
 - Select '-80 degree' icon U, from the Panc Rota Workflow
 - The Sample Life Cycle screen for the Pancreas Rota Blood and Urine Workflow will appear (Figure 1).



Figure 1 – Pancreas Rota Blood and Urine Workflow

- 5. If a serum sample has been received, select the '**Receive Serum Z**' icon in the Serum Workflow. Check the sample on the screen has the same ID as your tube and highlight it by clicking on it.
- 6. Select the 'Choose Hood' icon ^[¬] and select the class II cabinet in which the samples will be processed from the drop-down menu, and click on the Ok' icon ^O. Press the 'Receive' icon [□] which will cause the sample to disappear from the list. Click on the 'Exit' icon [¶] to leave the screen.

- 7. If an EDTA sample has been received, select the 'Receive EDTA' icon in the Plasma Workflow (Figure 1). Click on the sample having verified that the sample code on the label was the sample code on LIMS. Select the sample Select the 'Choose Hood' icon and select the cabinet in which the samples will be processed, and click the 'Ok' icon . Click the 'Receive' icon in and close the window by clicking the 'Exit' icon.
- 8. If a urine sample has been received, select the 'Receive Samples' icon in on the urine work flow. Select the sample, checking the codes and click on the 'Samples Received' icon i. 'Exit' ' the screen.
- 9. Either log off LIMS or carry on with processing the sample or leave LIMS open if processing is carried out in the same laboratory.

5.2.1 Processing of Serum:

The 9ml SARSDEDT Monovette Serum Z 9ml tube should be centrifuged at 2000rcf for 10 minutes at 20°C opposite an appropriate balance tube.

- 1. While the centrifuge is running, log on to LIMS and go to the Pancreas Rota work flow as before.
- 2. Select the 'Centrifuge' icon icon from the Serum Workflow, the 'Samples awaiting preparation' screen will appear, (Figure 2) select 'Centrifuge'. The 'Select Instrument' screen will appear (Figure 3), select the centrifuge to be used and click on the 'Add Sample' icon.



Figure 2 – 'Samples awaiting preparation' screen



Figure 3 – 'Select Instruments' screen

3. The **'Add Reagent'** screen (Figure 4) will appear, Click on the **'Centrifuge'** icon the **'Samples Awaiting Preparation'** screen will appear (Figure 5). Select the **'Progress'** icon ➡ then exit by selecting the **'Exit'** icon ◀.

ld Reagent	_		
Sample	SM1009005553	Centrifuge	
Instrument	Heraeus A		
Callibrated by	Tori	Cancel	
Callibration Date	30/09/2011	Califer	
Callibration Due	10/09/2010		

Figure 4 – 'Add reagent' screen

Sample Barcode	: I				Refresh	2
Sample Code	Patient ID Code	Kit Code	Centrifuged		Centrifuge	
SM1009005553	R0000	KIT10090100	,	-	0	
					Lundiese	LX.
					View Reagents / Instruments	Q
				al III		_

Figure 5 – 'Samples awaiting preparation' screen

- 4. Once the centrifugation is complete the serum should be aliquoted into a maximum of 4 x 1.8ml NUNC cryovials with white caps note the sample number of the cryovials used (e.g. in the example below SM1009005559).
- 5. Leave the cryovials at room temperature in a rack.
- Return to LIMS, Select the 'Split into Cryo-tubes' icon . Select the 'Aliquot into Cryovials' icon in the 'Aliquot serum into cryovials' screen (Figure 6).

Sample Code	Patient ID Code	Kit Code	Plasma Aliquot	Aliquot into	
SM1009005553	R0000	KIT10090100		Cryovials	
3M1009002486	R1234	KIT10090032	SM1009002494		, in the second s
				Dispose of SerumZ	X

Figure 6 – 'Aliquot serum into cryovials' screen

7. The 'Storage location screen' will appear, select the numbered cryovial and select the 'Aliquot' icon . The 'Receive Cryo Tubes' screen will appear (Figure 7), highlight the sample by clicking on it and choose on the 'Aliquot to Cryovials' icon, and the current day's date will appear in the 'Date Aliquoted' section. Click on 'Exit' ¹ to close the screen.

ceive Cryo-Tubes	5				_ _ X
Sample Code	Patient ID Code	Kit Code	Date Aliquoted	Aliquet to	
SM1009005559	R0000	KIT10090100	19/09/2010 🔺	Cryovials	
			.		
otal Samples 1				Exit	- 1

Figure 7 – 'Receive Cryo-Tubes' screen

- 8. Destroy the now empty SerumZ tube according to the **SOP: Disposal of** Hazardous Waste.
- Select the 'Split Cryo-tubes' icon from the main Serum Workflow, and select the dispose of 'SerumZ' icon X, bringing up the 'Destroy Samples' screen. Select the correct sample and click the 'Destroy Samples' icon X. The 'Dictionary Maintenance' screen (Figure 8) will appear with a text statement guaranteeing the destruction of the tube. Click on the 'Ok' icon ♥.

Please enter reason			
l guarantee that the serum tube was disposed of in a yellow bio bin	Ā	Ok	Ŵ

Figure 8 - 'Dictionary Maintenance' screen

10. Select the '**View/Move minus 80**' icon from the bottom of the Workflow. 11. Check the next available space from the list (Figure 9).

Patient ID Code	•			_	2	Move Single Sample	3
Filter by Freezer	27.00.004		2000	<u> </u>		Change Freezer	4
Received Since	27/08/201	J	12			(mattple samples)	
Sample Code	Freezer	Rack	Box	Position			
SM1009003503	Freezer 4 (-80)	80	A	B1		Doloto Somolo	
SM1009003537	Freezer 4 (-80)	80	В	A4		Delete Sample	
SM1009003536	Freezer 4 (-80)	80	В	A5			
SM1009003506	Freezer 4 (-80)	80	В	A7			
SM1009003505	Freezer 4 (-80)	80	В	B4			
SM1009003509	Freezer 4 (-80)	80	С	A4		Output Darland ID	
SM1009003534	Freezer 4 (-80)	80	C	A5		Select Patient ID	
SM1009003532	Freezer 4 (-80)	80	D	A7			_
SM1009003531	Freezer 4 (-80)	80	D 1	B4			
SM1009003535	Freezer 4 (-80)	80	0 1	√5 B/			
SM1009003508	Freezer 4 (-80)	80	D	13			
SM1009003507	Freezer 4 (-80)	80	D	1/			
SM1009003376	Freezer 4 (-80)	84	A.	AI		Adverse	m
SM1009003377	Freezer 4 (-80)	84	<u>A</u>	AZ	-	Events	
ample Details							
Patient ID Code :		Kit ID					
Sample Type :	DNA	Rece	ived Date :			Exit	
0	00004						



- 12. Select the **'Store Location'** icon ↓ in the main workflow (Figure 1). On the **'Storage location'** screen (Figure 10) complete the drop-down menu to log the locations of the stored samples on LIMS. Select the **'Ok'** icon . Note locations stored for each sample. When all samples stored, are logged into the LIMS system, click on the **'Exit'** icon.
- 13. Store the samples in the -80°C freezer in the GCLP Facility (room 3.373) in the locations specified on LIMS.

Sample Code : Patient ID Code : Parent Sample :	SM1009005559 R0000	Ok	Q
Freezer:	Freezer 4 (-80)	-	
Draw	10	Cancel	
		Magic Button	
Box:	B	-	
		_	

Figure 10 – 'Storage location' screen

5.2.2 Processing of Plasma:

- The 9 ml of blood in a SARSTEDT Monovette EDTA K2 9 ml tube should be inverted 10 times to evenly mix the sample and then be aliquoted out into 6 x 1.5ml eppendorf tubes (~1ml per eppendorf). The Eppendorf tubes should be spun at 16000rcf in the centrifuge for 1 minute.
- 2. The plasma should be carefully removed from the pellets into a maximum of 6 x 1.8ml NUNC cryovials with red caps.
- 3. Click on the 'Split into Eppendorfs' icon (see Figure 1), the 'Aliquot into Eppendorf' screen will appear (Figure 11), select the sample and select the 'Aliquot into Eppendorfs' icon.



Figure 11- 'Aliquot to Eppendorfs' screen

4. Each eppendorf code will appear, verify that the codes are correlate, select the 'Aliquot into Eppendorfs' icon and today's date will appear in the screen (Figure 12). Click on the 'Exit' icon .

fs				_ 🗆 י
Patient ID Code	Kit Code	Date Aliquoted	Aliquet to	
R0000	Eppendorf	19/09/2010 🔺	Eppendorf	2
R0000	Eppendorf Eppendorf	19/09/2010		ч с —
R0000	Eppendorf			
R0000	Eppendorf			
R0000	Eppendorf		Dispose of Ennendorf Tube	
			Eppendon Tabe	_
		•		
			Exit	
	Fs Patient ID Code R0000 R0000 R0000 R0000 R0000 R0000	fs Patient ID Code Kit Code R0000 Eppendorf R0000 Eppendorf R0000 Eppendorf R0000 Eppendorf R0000 Eppendorf R0000 Eppendorf	fs Patient ID Code Kit Code Date Aliquoted R0000 Eppendorf 19/09/2010 R0000 Eppendorf 19/09/2010 R0000 Eppendorf	fs Patient ID Code Kit Code Date Aliquoted R0000 Eppendorf 19/09/2010 R0000 Eppendorf 19/09/2010 R0000 Eppendorf R0000 Eppendorf R0000 Eppendorf R0000 Eppendorf R0000 Eppendorf R0000 Eppendorf Eppendorf Eppendorf Exit

Figure 12 – Selection of each sample aliquot and the date aliquoted

- 5. Select the 'Centrifuge' icon ! from the Plasma Workflow, making the 'Samples Awaiting Preparation' screen appear. Highlight the sample to be
 - centrifuged by clicking on it and select the centrifuge icon (Figure 13). This will cause 'Add Reagent' screen (Figure 4) to appear to match the centrifuge to the sample. Select the 'Centrifuge' icon. A number 1 will appear on the 'Samples Awaiting Preparation' screen indicating the sample has been centrifuged. For each sample centrifuged and logged, click on the 'Progress' icon is and then 'Exit'.

Sample Barcode :					Refresh	Z
Sample Code	Patient ID Code	Kit Code	Centrifuged		Centrifuge	
SM1009005563	R0000	KIT10090100	1	A	continugo	
SM1009005564	R0000	KIT10090100	1			
SM1009005565	R0000	KIT10090100	1		Progress	
SM1009005566	R0000	KIT10090100	1			ЧĽ
SM1009005567	R0000	KIT10090100	0		View Reagents /	- Ö
SM1009003379	r2121	KIT10090073	0		Instruments	
SM1009003380	r2121	KIT10090073	0			
SM1009003381	r2121	KIT10090073	0			
SM1009003382	r2121	KIT10090073	0			
SM1009003383	r2121	KIT10090073	0			
				7		
Fotal Samples 10	1				Exit	

Figure 13 - 'Samples Awaiting Preparation' screen

6. The supernatant from each eppendorf should be aliquoted into a corresponding red topped NUNC, and this should be logged on LIMS by selecting the 'Split into Cryo-tubes' icon if from the Plasma Workflow on the main screen (Figure 1). The 'Aliquot Plasma into Cryovials' screen (Figure 14) will appear, click on the sample to be aliquoted and select the 'Aliquot into Cryovials' icon .

Sample Code	Patient ID Code	Kit Code	Plasma Aliquot	Aliquot into	
SM1009005563	R0000	KIT10090100	<u>a</u>	Cryovials	
SM1009005564	R0000	KIT10090100			Ē
SM1009005565	R0000	KIT10090100			
SM1009005566	R0000	KIT10090100		Diana	
SM1009005567	R0000	KIT10090100		Store	
SM1009001964	MiniMel	KIT10090026		Eppendor	
SM1009001965	MiniMel	KIT10090026			
SM1009001966	MiniMel	KIT10090026			
SM1009001967	MiniMel	KIT10090026		Dispose of	<u> </u>
SM1009001968	MiniMel	KIT100 <mark>900</mark> 26		Eppendorf	_
SM1009001969	MiniMel	KIT100 <mark>900</mark> 26			
			-		

Figure 14 – 'Aliquot Plasma into Cryovials' screen

7. The 'Storage Location' screen (Figure 15) will appear showing the cryovial

codes, select the cryovial and click on the 'Aliquot' icon 🧇.

8. The **'Receive Cryovials'** screen will appear, (Figure 16) double click on the

'Aliquot to Cryovials' icon icon and today's date will appear showing the date that the sample was aliquoted. Repeat this for all the samples.

Storage Location		>
Sample Code : SM1009005563	Patient ID Code : R0000	Aliquot 🙏
Select Red Topped Nunc	SM1009005555 SM1009005556 SM1009005557 SM1009005558	Cancel

Figure 15 - 'Storage location' screen

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Sample Code	Patient ID Code	Kit Code	Date Aliquoted	Aliquet to	
SM1009005555	R0000	KIT10090100	19/09/2010 🔼	Cryovials	2
			*		

Figure 16 'Receive Cryo Tubes' screen

- Select the 'View/Move minus 80' icon Icon from the main Workflow and note down the next free space in the freezer.
- 10. Return to the 'Aliquot Plasma into Cryovials' screen (Figure 14). Click on the 'Store Eppendorf' icon . Select the freezer storage locations for all the eppendorfs from the drop-down menu (Figure 10).
- 11. Select the 'Store Location' icon, the 'Store Cryo-tubes' screen will appear (Figure 17), select the cryovial to be stored then click on the 'Store Locations' icon. Log the positions of all the samples in the drop-down



Figure 17 'Store Cryo-tubes' screen

- 12. All eppendorf tubes and NUNC tubes should be stored at -80°C in the locations stored in LIMS.
- **13.** Dispose of the empty EDTA tube and return to the 'Aliquot of Eppendorfs' screen from the Plasma Workflow, select the 'Dispose of EDTA tube' icon **X** and follow the prompts to record the disposal of the EDTA tube (similar to Figure 8) according to the SOPs: GCLPRPS024.

5.2.3 **Processing of Urine**:

- 1. Transfer 10ml from the urine pot to falcon A (for subsequent pH testing and adjustment see below). Up to 50ml should be transferred into a pre-labelled falcon tube, T.
- Go to the Sample Lifecycle screen (Figure 1). Select the first 'Store Location' icon (shown in the blue square Figure 18). The 'Store Location' screen will appear (Figure 19). Click on the sample to be stored and then select the 'Store Location' icon .

Urine		
Receive Samples	•	_
Aliquot	Store Lo	cation
pH Test		
Add Protease Inhibitor		
Aliquot	Store Lo	cation
	View/Move minus 80	

Figure 18 - Showing the correct 'Store Location' icon to select to store Falcon tube T

tore Location					
Kits List					
				Store location	3
Kit Code	Status				
Panc Test 1	Received Sa	mples	Received	Refresh	2
				4	
1				-	
Samples Awaiting St	torage				
Equipment Code	Туре	Aliquoted		_	
SM1009005570	Falcon-T	19/09/2010		9	
				Exit	× 📲

Figure 19 – 'Store Location' screen for Falcon tube T

- 3. The '**Storage Location**' screen will appear select the freezer, box (UT number) and position to log the falcon storage then click on the '**Ok**' icon and then exit by selecting the '**Exit**' icon.
- 4. Store the Falcon tube T at -80°C in the designated box and location as set on LIMS.
- 5. Select the 'Aliquot' icon from the Lifecycle Workflow the 'Combine Aliquots' screen will appear (Figure 20). Select the urine sample then click on the 'Add 10 mls of urine to Falcon-A (for aliquoting)' icon.

Combine Aliquots					_ 🗆 🗵
Patient ID Code			2	Add 10 mls of urine to Falcon-A (for aliquoting)	
Received Since	19/08/201	10 12			
Sample Code	Sample Type	Patient ID Sample Taken		Add rest of urine	
SM1009001971	U-Pot	MiniMel		to Falcon-T	
SM1009002564 SM1009002701	U-Pot U-Pot	Clovis MacsAreShite		(ior storage)	
SM1009005569	U-Pot	R0000 19/09/2010			
				Dispose of Urine Pot	
Sample Details					
	00000				
Patient ID Code :	RUUUU	Parent Sample :			
Sample Type :	U-Pot	BatchCode	100	Exit	
<u></u>					

Figure 20 'Combine Aliquots' screen

6. On the 'Aliquot into Falcon' screen (Figure 21) add the volume taken (10mls), select 'Aliquot to Falcon' icon , and the date aliquoted will appear. Select 'Exit' to return to 'Combine Aliquots' screen.

liquot into Falcon					- IX
Eppendorf Code	Patient ID Code	Kit Code	Date Aliquoted	Aliquot to	
SM1009005571	R0000	KIT10090100		Falcon	
				Volume taken ☐	0 mls
			•	Dispose of Falcon Tube	×
Total Samples 1				Exit	*

Figure 21 – 'Aliquot to Falcon' screen

7.

- Select the sicon 'Add rest of urine to Falcon-T (for storage)'. A similar screen to Figure 21 will appear, complete the volume taken box (usually 50ml) and select the 'Aliquot to Falcon' icon s, the date aliquoted will appear. Click on the 'Exit' icon to leave the Workflow.
- 8. Select the 'Aliquot' icon on the 'Sample Lifecycle' screen , then select the sample and click on the 'Dispose of Urine Pot' icon , the 'Destroy Samples' screen will appear (Figure 22). Click on the 'Destroy Samples' icon , the 'Dictionary Maintenance' screen will appear (similar to Figure 8). Click on the 'Ok' icon to confirm that the urine pot has been

Figure 8). Click on the '**Ok**' icon **Solution** to confirm that the urine pot has been destroyed according to the **SOP: Disposal of Hazardous Waste**. Click on the '**Exit**' icon on the '**Destroy Samples**' screen to close the window.



Figure 22 - 'Destroy Samples' screen

- 9. The pH should be balanced to greater than 7, but no higher than pH 8 using 1M Tris-HCl buffer (pH8) located next to the pH meter.
- 10. Select the '**pH Test**' icon on the Sample Lifecycle screen (Figure 1) . The '**Samples Awaiting pH Test**' screen should appear (Figure 23).

Samples awaiting pH	Test				_ 🗆 ×
Sample Barcode :			I	Refresh	2
Sample Code <u>SM1009005571</u> SM1009001973	Patient ID Code R0000 MiniMel	Kit Code	pH Meter D 2	Log pH Meter Results View Reagents / Instruments	
Total Samples 2				Exit	

Figure 23 – 'Samples awaiting pH Test' screen

11. Select the sample to be pH tested. Select the 'Log pH meter' icon and set the date of calibration and the instrument used from the drop-down menu. Select the 'Results' icon , the 'Multi Sample/Test Result Entry' screen will appear (Figure 24).

۲	lu	lti Sample/Test Re	sult Entry								_ 🗆 🗙
		Units	Test Initial pH	Not Started After Tris	Volume-T Fina	il-pH		-]	Save	
		SM1009005571	5.5	7	5 7.5			_		Retest	P
										Sample Details	
										Menu	2
										Cross Test	۵
										Test Details	<u></u>
										Limits	$\mathbf{\overline{\mathbf{O}}}$
										History	2
								-		Notes	"
		•						•	וןנ		
	ŗ	Allow Update	⊂ AutoValidat	e Es	Samples On <u>X</u> Axis	Cell Fill	S	Refresh ≳		Exit	-

Figure 24 - 'Multi Sample/ Test Result Entry' screen

12. When all boxes are completed, click on the '**Volume T**' box the '**Final pH'** box should then be filled with green. Click on the '**Cross Test'** icon , click on the '**Final pH'** number, select '**Save'** icon, the sample should disappear from the screen. Click the '**Exit'** icon to leave the Workflow.

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- 13. Once the pH of the urine is balanced an EDTA-free protease inhibitor tablet should be added and the tube agitated until fully dissolved.
- 14. The 'Add Protease Inhibitor' icon should be selected from the Sample Lifecycle Workflow, the 'Add Protease Inhibitor Pellet' Screen (Figure 25), will appear. Select sample and select the Protease Inhibitor Pellets icon. The 'Add Protease Inhibitor Pellets' batch control screen will appear (Figure 26). Complete the table and click on the 'Save' icon.

Add Protease Inhibito	or Pellets				
Samples Awaiting	Protease Inhibitor				
Sample Code	Patient ID	pН			
SM1009005571	R0000	7.5		Add Protease Inhibitor Pellets View Reagents / Instruments	
			×	Exit	

Figure 25 - 'Add Protease Inhibitor Pellets' screen

Add Protease Inhib	itor Pellets		
Sample	SM1009005571	Save	
Туре	Roche		
Expiry Date	21/09/2011		
Batch No.	1		

Figure 26 – 'Add Protease Inhibitor Pellet' batch control screen

- 15. The pH balanced urine then should be aliquoted into 6 labelled 1.8ml NUNC tubes (so that there is an equal volume of urine per tube) and stored at -80°C.
- 16. The 'Aliquot' icon should be selected from the main Urine Workflow * the 'Aliquot into Cryovials' screen will pop up (Figure 27). Select the sample

then select the 'Aliquot into Cryovials' icon *. The list of cryovials to store the urine will appear (Figure 28) and the sample kit code. Select a cryovial

and click on the 'Aliquot to Cryovials' icon 🤌, the date aliquoted will appear.

Aliquot into Cryovials	s				_ 🗆 ×
Sample Code	Patient ID Code	Kit Code		Aliquot into	
SM1009005571 SM1009005489 SM1009002703	R0000 Fri MacsAreShite	KIT10090100 KIT10090097 KIT10090036		Cryovials	, see the second
				Dispose of Falcon Tube	×
Total Samples 3			*	Exit	*

Figure 27 - 'Aliquot into Cryovials' screen

Sample Code	Patient ID Code	Kit Code	Date Aliquoted	Aliquet to	
SM1009005573	R0000	KIT10090100	21/09/2010 🛛 🗠	Cryovial	
SM1009005574	R0000	KIT10090100			
SM1009005576	R0000	KIT10090100			
SM1009005577	R0000	KIT10090100			
SM1009005578	R0000	KIT10090100		Dispose of	
				Cryovial	~
			T	1	
					1
otal Samples 6				Exit	

Figure 28 - 'Aliquot into selected Cryovials' screen

- 17. Return to the 'Aliquot to Cryovials screen'. Confirm the destruction of Falcon tube A, (Figure 21) by clicking on the 'Disposal of Falcon Tube' icon
 Select the 'Destroy Samples' icon on the 'Destroy Samples' screen. Then click on the 'Ok' icon on the 'Dictionary Maintenance' screen (similar to Figure 8).
- 18. Select the 'Store Location' icon at the end of the Urine Workflow . The 'Store Cryo-tubes' screen will appear. Select a cryovial to store and click on

the Store location icon b. The -80°C freezer '**Storage Location**' screen will appear, log the location of the sample in the freezer (and all subsequent urine samples) by selecting the freezer, drawer, box and position (Figure 10).

5.2.4 Completing the Pancreas Biobank Database:

Please refer to the **SOP: Data Entry for Chronic Pancreatitis Database** for the completion of the relevant database to record the information on the samples taken.

6. ABBREVIATIONS

LPRG	Liverpool Pancreatitis research group
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- GCP Good Clinical Practice
- GCLP Good Clinical Laboratory Practice
- EDTA Ethylenediaminetetraacetic acid
- LIMS Laboratory Information Management System

7. OTHER RELATED PROCEDURES AND DOCUMENTS

SOPs:

GCLPEQU010	Use of the Heraeus 3SR+ Refrigerated Bench Top Centrifuge
GCLPEQU038	Use of Centrifuges in the PBRU
GCLPRPS011	Use of the LIMS to Record Kit Construction, QC, Storage and Dispatch
GCLPRPS024	Disposal of Hazardous Waste in the PBRU
GCLPTSS047	Sample Collection, Reception and Tissue Storage for the Pancreas Bank