



Standard Operating Procedure

Procedure for Stool Samples (for future analysis)

I. POLICY: The Puerto Rico Clinical and Translational Research Consortium (PRCTRC) ensure the safety and well-being of laboratory personnel in the storage of biospecimens.

II. PURPOSE: The objective of this Standard Operating Procedure (SOP) is to outline the proper storage of samples in the Puerto Rico Clinical and Translational Research Consortium laboratory #122. This procedure also ensures that the integrity of the specimens is preserved for accurate analysis by the receiving laboratory.

III. Area(s) of Responsibility: This SOP applies to the laboratory personnel.

IV. Procedures:

1. Specimens should be sent to the laboratory as soon as possible.
 - Transportation shall be accomplished in such a way as to minimize any damage to the specimens or containers.
 - Materials must not be left at a receiving area or in an office or laboratory unless a responsible individual takes custody of the material.
 - Persons transporting, processing and/or shipping specimens will maintain training documentation as required per Institutional Biosafety Committee policy.
 - Must follow the “Packing and Shipping of Samples” and “Transportation of Biological Specimens” SOP’s.
 - Always use your personal protective equipment (PPE) and observe universal precautions.
2. Prepare your working surface with absorbent paper.
3. After the stool sample is received in the laboratory, verify that is labeled correctly with the sample date, sample type, visit and ID number.
4. The sample must be received in the adequate container that resists ultralow temperatures.
5. Store the sample at -80° C until packaged for shipment to the reference laboratory for future analysis.
6. Discard the absorbent paper and any other contaminated material(s) in the biohazard waste container.

7. Decontaminate the working surface with germicidal wipes.
8. Discard the wipes in the biohazard waste container.
9. Sign the maintenance records for "Laboratory Daily Maintenance".
10. When the Investigator requests to ship the stool samples verify that all the necessary packing materials are available and the recipient contact information (name, address, telephone number) is accurate and complete.
11. Make arrangements for dry ice delivery.
12. Follow the IATA regulations that apply. Verify that your certification for packing and shipping is not expired.
13. Repeat steps 2, and 6 through 9.

V. Exposure Control:

1. In the event of a spill of biological samples please refer to "Biological Spills" SOP, and/or call 787-766-3062 (OSLI-Office for Safety in Research Laboratories), and/or 787-758-2525, ext. 1054/1707 (CASSO-Occupational, Health, Safety and Environment Office).
2. If a potential exposure occurs, notify the Occupational Health Clinic, 787-758-2525, ext. 2913.