



Standard Operating Procedure

Procedure for Urinalysis Tests

I. POLICY: The Puerto Rico Clinical and Translational Research Consortium (PRCTRC) ensure the safety and well-being of laboratory personnel processing Urinalysis (U/A) tests.

II. PURPOSE: The objective of this Standard Operating Procedure (SOP) is to outline the proper processing of U/A test in urine 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 laboratory analysis.

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.
 - Urine samples must not be left at a receiving area or in an office or laboratory unless a responsible individual takes custody of the material.
 - Persons processing and/or shipping specimens will maintain training documentation as required per Institutional Biosafety Committee policy.
 - Always use your personal protective equipment (PPE) and observe universal precautions.
 - If the sample cannot be processed immediately it can be refrigerated; verify sample's stability in the Sponsors Reference Laboratory Manual.
2. Prepare your working surface with absorbent paper.
3. The study personnel will identify the urine cup with the subject number and/or initials; the date, the name of the protocol and the collection time (once it is collected). Also, the laboratory requisition will be completed by the study personnel.
4. The urine cup will be handled in a transport bag with the biohazard symbol.
5. After the participant fills up the urine cup with enough sample, the study personnel will deliver it to the laboratory.
6. The laboratory personnel will verify that the information in the label and the requisition is complete.
7. Transfer the urine from the cup to the urine transport tube.

8. Secure the tube cap tightly.
9. Verify the information in the transport tube before packing it.
10. Discard the urine cup, the absorbent paper and any other contaminated material(s) in the biohazard waste container.
11. Pack and ship the sample as established by the laboratory reference manual.
12. Decontaminate the working surface with germicidal wipes.
13. Discard the wipes in the biohazard waste container.
14. Sign the maintenance records for "Laboratory Daily Maintenance".

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.