SOP-IMS- 47 V1

Title: Sample reception and preparation (swabs)

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Document History

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1. Scope

1.1 This SOP applies to any individual responsible for the receipt and pre-processing of samples in the testing laboratory. Samples are delivered by designated courier (FedEx or Royal Mail) in CL2 packaging (UN3373) supplied by the manufacturer.

2. Responsibilities

Laboratory Manager
To ensure all operators follow this procedure to protect sample integrity.

Laboratory Staff
To follow this procedure to protect sample integrity

3. Procedure

Sample receipt
3.1 Once received, samples shall be retained at room temperature at all times until processed. Samples shall be processed in batches.

3.2 Upon receipt, the outer packaging and sample shall be checked for any damage by Laboratory staff. The sample details and any damage noted shall be recorded on the Sample Log (TMP-QA-86) and reported to the commercial client. This includes any samples which are rejected.

3.3 Remove samples from the outer packaging, wipe with a disinfectant wipe or solution and place inside a Class II Microbiological Safety Cabinet (MSC).

3.4 Inside the MSC, check samples for leakage inside the plastic biosecurity wrapping. Samples which show evidence of leakage, or insufficient volume for testing, are recorded on the Sample Log (TMP-QA-86) and reported to the commercial client. Samples with evidence of leakage or insufficient volume are disposed of by autoclaving (the outer packaging is disposed of in the yellow bag waste stream).

Sample Accessioning
3.5 Scan samples using the barcode scanner and record in the laboratory database. Time and date of sample acceptance shall be recorded in the database. Data is uploaded to commercial client.

⚠ There is no identifiable data held in the laboratory.

Uncontrolled when printed. Please ensure that you are working on the most up to date version of this SOP.

Key to symbols
● = Important point to note  ▶️ = Warning
3.6 importance Samples which are found to be older than 56 hours post sampling (according to instructions for use (IFU) through information passed back from commercial client) shall be disposed of by autoclaving and recorded on the Sample Log (TMP-QA-86).

3.7 Remove samples from the plastic biosecurity inner bag and place in tube rack inside the MSC. 

3.8 Packaging is disposed of via yellow bag waste stream.

Sample pre-processing

3.9 Transfer 200 µl of sample to the well of a 96 deep well plate according to the 96 deep well plate template.

4. Abbreviations and definitions

MSC Microbiological Safety Cabinet

5. Related documentation and references

SOP-IMS-43 Sample reception and preparation (saliva)
TMP-QA-86 Sample Log
- 96 deep well plate template