



Receipt and Storage of Samples in the Biorepository Holding Freezer

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<i>Created By</i>	<i>Steven Haynes</i>
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1. Background

This is an SOP for use of in room EU17 of the University of Sheffield Medical School Biorepository. Detailed are steps that should be taken to access the Biorepository holding freezer and store samples safely until transfer to the main freezers on C-road

2. Receipt of Samples into the Holding Freezer

Samples may only be received from pre-approved sources who are either internal or where Material Transfer Agreements (MTA) are in place. Anyone handling HTA samples must be trained and have passed MRC HTA training, or be directly supervised by an HTA "Designated Person"

Samples should have been transported in a safe way to ensure they are received in a fit condition. The biorepository staff must check that the samples meet all the criteria for storage. Once checked any defects must be reported to the biorepository manager and the sender should be informed.

Always check that paperwork accompanying the sample is adequately completed before acceptance.

CV samples – Research nurses will deposit these directly into the freezer and leave paperwork in the 'yellow folder' directly opposite the holding freezer.

Bone samples – These will be dropped off after transport from the Northern general, or by a person visiting the laboratory directly. Notice will be given to the Biorepository prior to arrival.

All other samples – These will be accepted directly by biorepository staff after notice is given.

3. Accessing Holding Freezer

Access to the freezer is restricted to Biorepository staff and authorised tissue bank research nurses. There is a signing sheet to be completed on the front of the freezer by staff accessing the unit.

Samples should be stored in study specific racks until they are assigned locations in the main freezer store on C-road. These racks must be readily identifiable and relatable to their corresponding information received either alongside when dropped off or via email.

As soon as practically possible appropriate racks must be found on C-road and the samples transferred. This should be done so as to store samples within a study in the same location and also to reduce any redundant space in freezer trays.

Samples awaiting correct paperwork can be stored temporarily while consent and ethics status is verified. This time period should not exceed the maximum allowed by HTA guidance, see HTA: Code of Practice E.

4. Freezer Monitoring and Maintenance

The holding freezer is connected to CO2 backup, which is refilled and inspected annually by BOC.

Audible alarms on the freezer can be heard by staff during normal working hours.

Autodialler is connected to the freezer and the national telephone network. Once the freezer temperature is above -60C the biorepository staff and PD will be phoned automatically 24/7 with an audio alert message. Receipt of this message will require staff to immediately attend site as the system does not allow remote monitoring of the freezer temperature.

As per the Freezer Store Maintenance SOP the freezer is maintained by biorepository staff on a monthly basis.

5. Associated Documents

	Document	Document Reference
1	Uploading Samples to Biotracer	BIO:SOP:37
2	Freezer Store Maintenance	BIO:SOP:2
3	Security and Access	BIO:SOP:1
4	Autodialler Programming	BIO:SOP:12
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