




SAMPLE PROTOCOL

**PURPOSE AND SCOPE**

Enter the purpose here




**MATERIALS**

**Equipment**




	<b>Equipment Name</b>	<b>Make, Model, Location</b>	<b>Picture</b>
1	EQ1		
2	EQ2		
3	EQ3		

**SAMPLE PROTOCOL**




**Disposables**

	<b>Disposable Name</b>	<b>Catalog Info</b>	<b>Picture</b>
1	D1		
2	D2		
3	D3		
4	D4		




**SAMPLE PROTOCOL**

	<b>Disposable Name</b>	<b>Catalog Info</b>	<b>Picture</b>
5	D5		
6	D6		
7	D7		


**SAMPLE PROTOCOL**

	<b>Disposable Name</b>	<b>Catalog Info</b>	<b>Picture</b>
8	D8		
9	D9		
10	D10		



**SAMPLE PROTOCOL**

	<b>Disposable Name</b>	<b>Catalog Info</b>	<b>Picture</b>
11	D11		 A rectangular box with a gray border containing the text "Graphic Placeholder" centered inside.
12	D12		 A rectangular box with a gray border containing the text "Graphic Placeholder" centered inside.
13	D13		 A rectangular box with a gray border containing the text "Graphic Placeholder" centered inside.

**SAMPLE PROTOCOL**

	<b>Disposable Name</b>	<b>Catalog Info</b>	<b>Picture</b>
14	D14		

**Media & Chemicals**

	<b>Media or Chemical Name</b>	<b>Catalog Info</b>	<b>Picture</b>
1	M 1		
2	M 2		

**SAMPLE PROTOCOL**

	<b>Media or Chemical Name</b>	<b>Catalog Info</b>	<b>Picture</b>
3	M 3		Graphic Placeholder
4	M 4		Graphic Placeholder
5	M 5		Graphic Placeholder

**PROCEDURES**

**Procedure Label**

1	Step	
2	Step	
3	Step	
4	Step	

**SAMPLE PROTOCOL**

**Procedure Label**

5	Step	
6	Step	
7	Step	
8	Step	
9	Step	
10	Step	

**INDICATORS OF QUALITY**

Specimen vacutainer should be close to 100% full (blood should reach range of arrow on side of vacutainer label) After centrifugation, the specimen vacutainer should show little to no hemolysis (0 to 1) or lipemia Also, sodium citrate and K<sub>2</sub> EDTA specimen vacutainers should have no clots when checked using wooden applicators

<b>Type of specimen</b>	<b>Definition</b>
Acceptable plasma or serum sample	No known interfering substances
Hemolyzed sample	Visible hemolysis following centrifugation is defined as the presence of free hemoglobin in serum or plasma >100 mg/L See Hemolysis chart below
Lipemic sample	Visible lipemia is defined as turbidity due to elevated concentrations of lipids, usually translating to a triglyceride level >1000 mg/dL (whole blood) or >300 mg/dL (serum or plasma)
Icteric sample	Visible detection of icterus (remarkable yellowing) is subjective May be variable and unreliable
Clotted sample	Those specimens that present with visible clots—either as a red cell clot in whole blood or a fibrin clot in plasma

**SAFETY**

**Required PPE for this procedure:** Lab coat and nitrile gloves

**Optional PPE:** Eye protection

SDS sheets pertinent to this procedure are available in the Safety Data Sheet Binder (Processing Room #4490) and on the E:\Share\Biorepository Compliance

**RESPONSIBILITIES**

Section Supervisor: Communicates with Vendor and others to coordinate service

Bioprocessing Technologist: Performs routine maintenance, confirms protocol, and processes specimen

Biorepository Director: Confirms quality of all processes and staff are provided adequate training

**REQUIREMENTS**

Trained personnel: A Biorepository Technologist (1) and Supervisor (1) trained and qualified on all components of this procedure



**SAMPLE PROTOCOL**

Environment: A dedicated, secure, and environmentally monitored (temperature and humidity) space

**ATTACHMENTS**

**Preventative Maintenance (As needed when prompted by the instrument)**

Date(s)	#of Pierces	Agilent Engineer Initials	Corrective action (defined by the vendor's engineer)
10/20/20 14	234		

**Calibration Log (Biannual)**

Date	Tech Initials	Corrective Action (Contact Thermo Scientific Technical Support if calibration fails)

**SAMPLE PROTOCOL**

Approved by: AP All users Both On Date Approved	
Origination Date: Original creation date	Revision/Review Dates: Next Periodic Review Date
Related Documents:	
Ownership: Billy Schleif	
Author: Jennifer Ross-Wilkinson	
Key Words Not Included within Body of this Policy (if any): Put keywords here	