



**SDRN:** Scottish Diabetes Research Network

# Transportation of study samples

.....

**Clinical S.O.P. No.: 34**

**Version 1**

Compiled by:	<i>Louise M. Gray</i>
Approved by:	<i>Shona Brearley</i>
Effective date:	18 January 2016
Review date:	18 November 2016



# Transportation of Study Samples

**S.O.P. No. 34**

Version 1

## DOCUMENT HISTORY

<b>Version number</b>	<b>Detail of purpose / change</b>	<b>Author / edited by</b>	<b>Date edited</b>
1.0	New SOP	Louise Greig	

# Transportation of Study Samples

S.O.P. No. 34

Version 1

## 1. Introduction

The correct handling/shipping and transportation of samples requires effective instructions and control procedures to ensure the integrity of samples while in transit organised. Methods should be consistent.

## 2. Objective

To describe the procedures to be employed in the transportation of blood, urine and stool samples obtained from individuals participating in research studies to the appropriate laboratories. It does not cover sample preparation, storage or retrieval, which will be covered by local laboratory SOPs.

## 3. Responsibility

It is the responsibility of all staff to ensure that the chain of custody is correctly managed for all study samples shipped and transported from one facility to another facility. An audit trail of all shipped samples will be retained.

## 4. Procedure

- Ensure that all study samples are ready for collection when required.
- Ensure that all study samples are correctly labelled.
- Arrange, and agree, a date for samples to be uplifted from one location and delivered to another location.
- Ensure that all samples stored for each participant are included in each shipment.
- Ensure that all study samples containers are properly closed.
- Place the tubes / containers in absorbent material then place in a sealable plastic bag.
- If transporting samples in dry ice then place samples in a Styrofoam insulated cooler, or a special cooler designed for the storage of dry ice.
- Packaging must ensure that it can maintain the correct refrigerated, or frozen temperature range. Temperature validation should be agreed before shipping. (Destination and routing will be business critical and will determine the choice of packing used.)
- A list of all samples enclosed in the shipment box should be logged at the clinic site as having been shipped out (enter relevant date).
- A list of all samples should be included with the shipment for checking at the other end.
- Transport containers should be appropriately labelled and should be secure and protect components and samples from damage during transit.

## **Transportation of Study Samples**

**S.O.P. No. 34**

Version 1

- Inform the receiving laboratory that samples have been dispatched.
  
- Samples should be recorded on arrival at the laboratory.