



Urine Samples

SOP INN10

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2. Revision History

| Version | Date | Description | Author |
|---------|------------|-------------|--------|
| 1.0 | 03/06/2020 | New SOP | UCAM |

3. Related Documentation

- Trial specific Study Manual
- SOP INN08 Sample Storage and Transfer
- SOP INN09 Sample Shipment
- User Guide for Sample Management
- Site specific SOPs/User Manuals i.e. centrifuge user manual; Instructions for Packing Samples for Dry Ice Shipment; freezer temperature monitoring; working in the lab etc

4. Important Notes

This standard operating procedure (SOP) must be read in conjunction with SOP IN008.

This SOP is for This SOP is for Unaffected Family Members (UFM) and Newly Diagnosed (ND) home collection.

All samples collected must be logged into the INNODIA Data Warehouse <https://innodia.cpr.ku.dk/login> at collection / preparation point or, if this is not feasible, before freezing.

- **Gloves must be worn at all times when handling samples to avoid contamination with RNase, DNase, DNA and pyrogens.**
- **Sterile filter-tips must be RNase, DNase, DNA and pyrogen free.**
- **Samples should be transferred in such a way that possible contamination is avoided.**
- **Use one filter tip per each sample.**

5. Materials

Freezer (-65°C or lower)

Sterilized filter tips (RNase, DNase, DNA and pyrogen free)

3x FluidX® tubes type B (barcoded, sterile screw-capped micro tube with **orange** cap) provided by INNODIA

6. On receipt in the Lab

- Aliquot **at least 3 x 1.0 ml** of the sample into three FluidX® tubes type B (barcoded, sterile screw-capped micro tube with **orange** cap) provided by INNODIA. Discard any remaining sample safely.

Note: The sample should be transferred in a way that possible contamination is avoided. Please wear lab coats and gloves, effectively clean the work bench before and after with an appropriate cleaner. Please use sterilized filter tips (RNase, DNase, DNA and pyrogen free) ensuring the use of clean pipettes and change the pipette tip after each sample.

When splitting the parent sample between multiple aliquots, always ensure that the whole volume is used. If the volume is low, it is best to have fewer aliquots of the correct volume than multiple aliquots of a lower volume. i.e. if 3 x 1.0ml aliquots are required and there is not enough sample, aliquot 2 x 1.0ml rather than 3 x 0.8ml.

- Scan the aliquot tube barcodes and enter all requested information into the Data Warehouse <https://innodia.cpr.ku.dk/login>. Refer to User guide Sample Management for instructions.
- Freeze samples upright and keep the specimens frozen (-65°C or lower) until ready for shipping (see SOP IN008).
- If the sample arrives out of hours store at room temperature - **do not freeze before aliquoting**.

Note: The samples must not undergo freeze-thaw cycles. This can happen when placing newly aliquoted samples on to an already partially populated rack. To avoid freeze thawing, ensure the rack is not removed from the freezer. If this is not possible, ensure the temperature remains as low as possible by placing rack on dry ice. If freeze-thaw occurs, follow SOP INN08.

For Sample shipping, refer to trial specific Study Manual and SOP INN09 for details and timeframes.