



# Stool Samples

## SOP INN11

# 1. Table of Contents

## Contents

|    |                             |   |
|----|-----------------------------|---|
| 1. | Table of Contents .....     | 2 |
| 2. | Revision History .....      | 2 |
| 3. | Related Documentation ..... | 2 |
| 4. | Important Notes .....       | 2 |
| 5. | Materials .....             | 2 |
| 6. | On receipt in the Lab ..... | 2 |

## 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 INN08.**

**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.

## 5. Materials

Freezer (-65°C or lower)

## 6. On receipt in the Lab

- Scan the stool sample tube barcode and enter all requested information into the Data Warehouse <https://innodia.cpr.ku.dk/login>. Refer to User guide Sample Management for instructions.
- Check the sample for any Identifiable Information that has been entered on the tube – if present use permanent marker to hide what has been written.

- Freeze sample upright and keep the specimens frozen (-65°C or lower) until ready for shipping (see SOP INN08).

**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.*