

Transport of EM specimens to the laboratory

1.0 Purpose and scope.

Tissue samples may be collected from patients for research purposes. Tissues should be collected from the Operating Theatre as soon as they are available after notification from the Operating Theatre staff. Tissues will usually be collected in a fresh state for further handling within the laboratory.

Tissues will be collected into a specimen tube, transported to the laboratory and microdissected.

Tissues will be fixed in a solution of 2% glutaraldehyde in 0.1M sodium cacodylate with 1.8mM calcium chloride and then transported to the EM Unit for further processing and analysis.

2.0 COSHH / Health & Safety

Tissue samples should be regarded as low hazard clinical and biological samples (Category B).

This SOP refers only to collection of samples from the RVI operating theatres or delivery suite to be transported to the Leech Building or ICfL. A member of staff will travel with the samples at all times.

Appropriate BIOCOSHH assessment should be completed because of the risk of exposure to unfixed tissues.

Ensure that all staff are familiar with safe handling procedures and have read and understood the COSHH assessment.

Ensure that all staff are familiar with the route to and from the operating theatres/wards and the EM Unit.

Ensure that all staff are aware of the regulations regarding wearing of laboratory coats and protective gloves in the hospital corridors.

3.0 Equipment / reagents

- Primary container: watertight sealed opaque plastic container.
- Secondary container: Clean, sealed polythene bag.
- Outer container: sealed leak-proof bag which is clearly labelled with research group name, location and contact details.

4.0 References

4.1 HTA

4.2 University/Faculty Safety Policy

4.2.1 Internal transport of biological/clinical samples to university laboratories

4.2.2 Biological transport of category B biological agents

4.3 Royal Victoria Infirmary Guidelines for Transport of Specimens

5.0 Procedure

Collection of Specimens from Operating Theatre

1. Receive telephone call regarding availability of specimens to collect from Operating Theatre/Delivery Suite.
2. Retrieve equipment for collection and proceed to Operating Theatre/Delivery Suite.
3. Collect sample with the sample information sheet
 - **The sample information sheet must be collected with the sample**
 - **Do not accept a sample unless there is a sample information sheet**
 - **Check that the consent is documented on the front of the sample information sheet**
 - **For Termination of Pregnancy (TOP) samples check that the back of the form has been signed by the surgeon**
4. Place the sample into a sealed plastic container. Place the sealed plastic container into a polythene bag and seal. Place polythene bag containing the specimen into leak- proof bag which is clearly labelled with research group name, location and contact details.
5. Take the specimen to Uteroplacental Tissue Bank laboratory 3rd Floor Leech Building to be assigned a Biobank number.
6. If the sample is to be taken to ICfL for processing, phone colleague at ICfL to inform them of your intention to return with the specimen.
7. Return directly to ICfL.

Transport of Specimens to the EM Unit for processing and analysis

1. Post dissection, tissues for EM will be fixed in a solution of 2% glutaraldehyde in 0.1M sodium cacodylate with 1.8mM calcium chloride
2. For EM processing, transport specimens in a sealed plastic container contained within a leak-proof bag which is clearly labelled with research group name, location and contact details, to the EM Unit.
3. Specimens will be processed, stored then analysed in this laboratory.

6.0 Site Specific Details

Personnel:	Staff and students within Uteroplacental Tissue Bank Group, Institute of Cellular Medicine and Institute of Genetic Medicine.
Location:	Operating Theatres and Delivery Suite, Royal Victoria Infirmary
Transport to:	Uteroplacental Tissue Bank Group Laboratories 3 rd Floor Leech Building and 2 nd Floor ICfL
Induction:	All are provided with a written protocol with safety details. Demonstration is given with continuing supervision as necessary.