

STANDARD OPERATING PROCEDURE  
SPECIMEN STORAGE AT THE STUDY SITE,  
PACKAGING AND TRANSPORT**Specimen storage at the study site:****1. Introduction:**

This SOP describes about the storing of specimens at the study site, when and wherever necessary.

**2. Responsibility:**

It is the responsibility of study laboratory technician/research assistant/field assistant to read and implement this SOP.

**3. Guidelines:**

SL no	Sample type	Storage temperature
1	Plain blood	2-8°C
2	EDTA blood	2-8°C
3	Throat swab in VTM	2-8°C
4	Nasal/nasopharyngeal swab in VTM	2-8°C
5	Vesicle swab in VTM	2-8°C
6	Rectal swab in VTM	2-8°C
7	Urine	2-8°C
8	Stool	2-8°C
9	CSF	2-8°C
10	Blood for culture(BacT/ALERT®)	Room temperature

**Note:** In case of any additional samples collected, the storage conditions should be clarified in consultation with laboratory manager/study manager.

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STANDARD OPERATING PROCEDURE  
SPECIMEN STORAGE AT THE STUDY SITE,  
PACKAGING AND TRANSPORT**Packaging of specimens****1. Introduction:**

This SOP describes about the proper packaging of the study samples to be transported

**2. Responsibility:**

It is the responsibility of laboratory technician/research assistant/field assistant to read and implement this SOP.

**3. Guidelines:**

Basic triple layer packaging system has to be followed for all specimens while transporting

Ensure that all specimen containers are tightly capped

**3.1. Blood sample in vacutainers:**

- 3.1.1. After collecting the specimen, the vacutainer should duly labelled with identification number, type of specimen (acute/discharge/follow-up) and should be covered with enough absorbent material and should be placed inside the suitable zip lock bag (primary package)
- 3.1.2. This primary zip lock bag then should be placed in another suitable zip lock bag accompanying with sample requisition form (secondary package)
- 3.1.3. The secondary package then should be placed inside another bigger zip lock bag (tertiary package)
- 3.1.4. Ensure that all packages are sealed properly

**3.2. Throat swab/rectal swab/nasopharyngeal swab in VTM/urine/stool:**

- 3.2.1. After collecting the specimen, which is duly labelled with identification number should be covered with enough absorbent material and should be placed inside the suitable zip lock bag (primary package)
- 3.2.2. This primary zip lock bag then should be placed in another suitable zip lock bag (secondary package)
- 3.2.3. The secondary package then should be placed inside another bigger zip lock bag (tertiary package)
- 3.2.4. Ensure that all packages are sealed properly

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- 3.3.1. After collecting the specimen, which is duly labelled with identification number should be covered with enough absorbent material and should be placed inside the suitable zip lock bag (primary package)
  - 3.3.2. This primary zip lock bag then should be placed in another suitable zip lock bag (secondary package)
  - 3.3.3. The secondary package then should be placed inside another bigger zip lock bag (tertiary package)
  - 3.3.4. Ensure that all packages are sealed properly
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STANDARD OPERATING PROCEDURE  
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This SOP describes about the proper transportation of the study samples to MCVR, Manipal.

**2. Responsibility:**

It is the responsibility of laboratory technician/research assistant/field assistant to read and implement this SOP.

**3. Transportation of samples by dedicated logistic service.****3.1. Guidelines:**

- 3.1.1. Research assistant/ study laboratory technician at the study site should coordinate with the logistics service on a daily basis about pickup of the samples.
- 3.1.2. Research assistant/ study laboratory technician at the study site should convey in person to the logistic provider about the temperatures at which different samples should be transported.

SL no	Sample type	Storage temperature
1	Plain blood	2-8°C
2	EDTA blood	2-8°C
3	Throat swab in VTM	2-8°C
4	Nasal/nasopharyngeal swab in VTM	2-8°C
5	Vesicle swab in VTM	2-8°C
6	Rectal swab in VTM	2-8°C
7	Urine	2-8°C
8	Stool	2-8°C
9	CSF	2-8°C
10	Blood for culture(BacT/ALERT®)	Room temperature

- 3.1.3. Way bills to be collected in a daily basis and filled at the study site, and a copy of the same to be send via WhatsApp/Email to the study manager/ logistics administrator.
- 3.1.4. Once received at MCVR, the time should be recorded and logged by the receiving person.
- 3.1.5. Once in a week, the temperature during the transportation will be recorded in a data logger. The data logger will be obtained from the specimen box opened at the sample processing section in the laboratory. The Data logger is

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then switched off and connected to the *Elitech* software to obtain the temperature graph.

- 3.1.6. Any deviations in the temperature/ physical damage/ leakage/ delay in receiving should be recorded at MCVR and inform the same to the logistic administrator/ field staff/ project administrator and urgent corrective measures to be implemented.

#### 4. Transportation of samples, where logistics service is not available.

##### 4.1. Guidelines:

- 4.1.1. Field assistant/ study laboratory technician at the study site is responsible for proper and timely transportation of the study samples.
- 4.1.2. The triple layer packed samples should be transported in a rigid thermocol boxes as per the below mentioned temperature ranges.
- 4.1.3. To maintain cold chain of 2-8°C range place sufficient number of frozen ice packs before placing the triple layer packed samples in the thermocol box.

SL no	Sample type	Storage temperature
1	Plain blood	2-8°C
2	EDTA blood	2-8°C
3	Throat swab in VTM	2-8°C
4	Nasal/nasopharyngeal swab in VTM	2-8°C
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6	Rectal swab in VTM	2-8°C
7	Urine	2-8°C
8	Stool	2-8°C
9	CSF	2-8°C
10	Blood for culture(BacT/ALERT®)	Room temperature

- 4.1.4. The packed thermocol boxes to be taken to the respective mode of transport (Bus/ Taxi / Train/ Courier)
- 4.1.5. Immediately after shipment from the study site details of the shipment/mode of transport to be communicate to the designated receiving person at MCVR.
- 4.1.6. If transported with the courier facility, way bills to be collected in a daily basis and filled at the study site, and a copy of the same to be send via WhatsApp/Email to the study manager/ logistics administrator.
- 4.1.7. Once received at MCVR, the time should be recorded and logged by the receiving person.

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- 4.1.8. Once in a week, the temperature during the transportation will be recorded in a data logger. The data logger will be obtained from the specimen box opened at the sample processing section in the laboratory. The Data logger is then switched off and connected to the *Elitech* software to obtain the temperature graph.
- 4.1.9. Any deviations in the temperature/ physical damage/ leakage/ delay in receiving should be recorded at MCVR and inform the same to the logistic administrator/ field staff/ project administrator and urgent corrective measures to be implemented.

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