

C enter for H uman P henomic S cience	University of Pennsylvania Health System	CHPS SOP 21
Standard Operating Procedure	Research Sample Collection, Labelling, and Processing	

PURPOSE: To provide guidelines for research biospecimen (“sample”) collection and processing.

SCOPE: CHPS trained personnel.

RESOURCES:

1. HUP Policy: [Central Line Blood Draws](#) Appendix A 1.1 (Order of Draw)
2. EHRS Policy: [Personal Protective Equipment](#)
3. UPHS Policy: [Personal Protective Equipment](#)
4. OSHA: [Bloodborne Pathogens and Needlestick Prevention](#)
5. OSHA Fact Sheet: [Personal Protective Equipment \(PPE\) Reduces Exposure to Bloodborne Pathogens](#)
6. CHPS SOP: [Obtaining Blood Samples from a Peripheral IV](#)

PROCEDURE:

1. When collecting research blood samples, follow the institutional order of draw unless otherwise indicated on the CHPS Nursing Worksheet.
2. Follow institutional and national standards for personal protective equipment and handling of biospecimens.
3. Labelling collection tubes and cryovials:
 - a. Use an ultrafine permanent marker for labelling to reduce smudging.
 - b. Do not include Participant Name, DOB, or MRN on research samples.

- c. Label all collection tubes and cryovials with the Subject ID (SID) *before processing*, unless already completed by the study team.
 - i. Obtain SID from Biospecimen bag label or Clinical Study Team (CST).
 - 1. Note the Enrollment ID is NOT the SID.
 - ii. Ensure the SID matches the SID on the requisition forms. If the requisition forms are blank, add the SID to them.
- 4. Refer to the research study protocol and lab manual for sample processing instructions. Each study has a unique lab manual as well as unique processing instructions for each biospecimen. Contact the study team if there are any questions.
- 5. Small white cardboard boxes are used to store samples. Boxes should be limited to one per participant. Boxes should be labelled with CHPS # and Patient Name.
- 6. After sample processing is completed, ensure that the SID is still legible, then place the biospecimens in the appropriate refrigerator and/or freezers.
- 7. Do not write your personal contact information on requisition forms.
- 8. Complete Chain of Custody forms accurately. Please contact study team if there are any questions about this process. Contact information for study teams can be located on the CHPS Nursing Worksheets.

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