Sample Retrieval			
Category:	**Materials Handling and Documentation**		
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1.0 PURPOSE

The purpose of this SOP is to outline standardized procedures for the retrieval of biological samples from storage at Nourah's Tissue Biobank. This ensures that all samples are accurately identified, handled, and documented during the retrieval process to maintain their integrity and traceability.

2.0 SCOPE

This SOP applies to all personnel involved in the retrieval of biological samples from the storage facilities at Nourah's Tissue Biobank. It covers procedures for locating, retrieving, documenting, and handling samples, including the use of the LabVantage LIMS system.

3.0 ROLES AND RESPONSIBILITIES

This SOP applies to all personnel of Nourah's Tissue Biobank members

Biobank Personnel	Responsibility
Laboratory Technicians	Responsible for retrieving samples according to this SOP, ensuring proper handling, documentation, and returning samples to storage if needed.
Biobank Manager	Responsible for overseeing the sample retrieval process, ensuring compliance with this SOP, and addressing any issues that arise.
Quality Assurance (QA) Officer	Responsible for auditing the sample retrieval process, ensuring adherence to protocols and regulatory requirements.
Researchers/Requesters	Responsible for submitting sample retrieval requests through the appropriate channels and ensuring that the requested samples are used in compliance with ethical guidelines.

4.0 MATERIALS, EQUIPMENT, AND FORMS

Listing of the materials, equipment, and forms being used to achieve the goals of the SOP, this list will mainly contain necessary materials and, or recommendations that may be substituted by alternative or equivalent materials more suitable at the time of testing.

Material to be used	Site
LabVantage LIMS system access	
Sample retrieval request forms (electronic or paper-based)	
Freezer boxes, racks, or other storage containers	
PPE (gloves, lab coat, face mask)	
Dry ice or liquid nitrogen (if applicable for sample type)	
Biohazard waste containers	
Sample transport containers (if applicable)	

5.0 POTENTIAL HAZARDS

In this part of the SOP, we explain the potential hazards from chemicals and methodologies used in this procedure. It will also contain information on how to handle these chemicals and the level of biosafety

Material	Safety and handling

6.0 PROCEDURES

This section outlines the steps involved in retrieving samples from Nourah's Tissue Biobank storage, ensuring that all samples are handled with care and that accurate records are maintained throughout the process.

6.1 INITIATING A SAMPLE RETRIEVAL REQUEST

1. Researchers or authorized personnel must submit a sample retrieval request through Nourah's Tissue Biobank Portal
2. The request should include detailed information about the sample(s) needed, including sample type, quantity, and any specific handling instructions.
3. The request goes through the review process for completeness and compliance with ethical guidelines.
4. Approved requests are logged in the LIMS system, and the retrieval process is initiated.

6.2 LOCATING THE SAMPLE

1. Log into the LabVantage LIMS system to locate the specific sample(s) requested.
2. Use the sample inventory search functions to identify the exact storage location, including freezer, shelf, box, and position.
3. Gather the necessary materials for sample retrieval, including PPE, storage containers, and temperature-controlled transport containers if required.
4. Ensure that the storage environment (e.g., freezer, liquid nitrogen tank) is accessed carefully to avoid compromising other stored samples.

6.3 RETRIEVING THE SAMPLE

1. Wearing appropriate PPE, carefully retrieve the sample(s) from the identified storage location.
2. Minimize the time that the storage unit is open to maintain the required temperature conditions.
3. Verify the sample(s) by cross-checking the label with the retrieval request details in the LIMS system.
4. Ensure that the sample integrity is intact and that there are no signs of contamination or damage.
5. Log the retrieval of the sample in the LabVantage LIMS system, including the date and time of retrieval, personnel involved, and any observations regarding the sample condition.
6. If the sample is to be returned to storage after use, record the expected return date.

6.4 HANDLING AND TRANSPORT OF RETRIEVED SAMPLES

1. Handle the sample(s) according to the specific requirements outlined in the retrieval request, maintaining the necessary temperature and environmental conditions.
2. Use appropriate containers for any transport of the sample(s) within the facility or to an external location.
3. If the sample(s) need to be transported to another location, ensure they are placed in temperature-controlled containers (e.g., dry ice, liquid nitrogen).
4. Document the transport details in the LIMS system, including the destination and any specific instructions for handling.

6.5 RETURN OF SAMPLES TO STORAGE (IF APPLICABLE)

1. If the retrieved sample(s) are not fully consumed and need to be returned to storage, ensure that they are placed back in the correct storage location.
2. Log the return of the sample(s) in the LabVantage LIMS system, updating the inventory and noting any changes in sample condition.
3. Complete all documentation related to the sample retrieval process in the LIMS system, including final usage details and any deviations from the SOP

6.6 INCIDENT MANAGEMENT

1. In case of any deviations from the SOP (e.g., temperature excursions, delays), document the incident and notify the Biobank Manager immediately.
2. Implement corrective actions as necessary to mitigate any impact on sample integrity.
3. Complete an incident report detailing the deviation, corrective actions taken, and any follow-up measures required.
4. Submit the report to the QA Officer for review and documentation.

7.0 REFERENCES

1. CTRnet SOPs “08.03.011 Sample Retrieval”
2. LabVantage LIMS System manual
3. Declaration of Helsinki. http://www.wma.net/en/30publications/10policies/b3/index.html
4. Human Tissue and Biological Samples for use in Research. Operational and Ethical Guidelines. Medical Research Council Ethics http://www.mrc.ac.uk/Utilities/Documentrecord/index.htm?d=MRC002420
5. Best Practices for Repositories I. Collection, Storage and Retrieval of Human Biological Materials for Research. International Society for Biological and Environmental Repositories (ISBER). http://www.isber.org/Search/search.asp?zoom_query=best+practices+for+repositories

6. National Bioethics Advisory Commission: Research involving human biological materials: Ethical issues and policy guidance, Vol. I: Report and recommendations of the National Bioethics Advisory Committee. August 1999.
http://bioethics.georgetown.edu/nbac/hbm.pdf
7. US National Biospecimen Network Blueprint
http://biospecimens.cancer.gov/resources/publications/reports/nbn.asp

8.0 REVISION HISTORY

SOP No.	Date Revised	Author	Summary

9.0 APPENDICES