



Scope of Services			
Category:	ADMINISTRATION		
SOP number:	01.002	Version	1.0
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Approved by:	Dr. Alaa Abdullah AlMasud	Effective Date:	

## 1.0 PURPOSE

The purpose of this SOP is to define the scope of work at Nourah's Tissue Biobank, outlining the main activities and services provided to support research and clinical advancements. This SOP ensures that all operations align with the biobank's mission to facilitate clinical research and to provide high-quality biospecimen management services.

## 2.0 SCOPE

This SOP applies to all departments, staff members, and volunteers involved in the collection, processing, storage, and distribution of tissue and blood samples. It also covers the biobank's role in advancing clinical research at the national and international levels.

## 3.0 ROLES AND RESPONSIBILITIES

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

Biobank Personnel	Responsibility
Biobank Manager	Ensures that all activities within the biobank adhere to the defined scope of work and that resources are available to support these activities.
Laboratory Staff	Responsible for the collection, processing, and storage of tissue and blood samples according to biobank protocols.
Quality Control Team	Monitors and evaluates the quality and integrity of biospecimens to ensure they meet the necessary standards for research.
Administrative and Support Staff	Assists in maintaining records, coordinating logistics, and supporting all other aspects of the biobank's scope of work.

## 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

## 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

The following sections outline the key activities under the scope of work for Nourah's Tissue Biobank, including sample collection, processing, storage, distribution, and contributions to clinical research.

### 6.1 TISSUE SAMPLES COLLECTION, PROCESSING, STORING, AND DISTRIBUTION

1. Tissue samples are collected from consenting participants in collaboration with clinical departments. Standardized collection protocols ensure sample integrity and participant safety.
2. Collected tissue samples are processed following biobank protocols to preserve quality. Processing may include steps such as sectioning, snap-freezing, or embedding in paraffin.
3. Processed tissue samples are stored in controlled environments (e.g., -80°C freezers, liquid nitrogen storage) to maintain long-term viability. Samples are tracked using the LabVantage LIMS system for easy retrieval.
4. Tissue samples are distributed to qualified researchers upon approval. The biobank follows strict guidelines for sample handling, labeling, and shipment to ensure safe delivery.

### 6.2 BLOOD SAMPLES COLLECTION, PROCESSING, STORING, AND DISTRIBUTION

1. Blood samples are collected from consenting participants following standard phlebotomy procedures to ensure sample quality and participant comfort.
2. Blood samples undergo processing steps, including centrifugation to separate plasma, serum, and other derivatives. The Qiagen kits are used for RNA and DNA extraction when required.
3. Processed blood samples are stored in biobank-controlled environments (e.g., -20°C and -80°C freezers). Each sample is labeled and tracked in the LIMS system for efficient management.
4. Blood samples are made available to researchers after thorough review and approval. Distribution is performed according to biosafety and transport regulations.

### 6.3 ADVANCEMENT OF CLINICAL RESEARCH NATIONALLY AND INTERNATIONALLY



1. Nourah's Tissue Biobank aims to be recognized as a leader center nationally and internationally in research and particular in translational research
2. Nourah's Tissue Biobank actively supports clinical and translational research projects by providing high-quality biospecimens. This includes collaboration with national and international research institutions.
3. All biospecimen-related activities are conducted in accordance with ethical guidelines, ensuring participants' rights and confidentiality are upheld.
4. The biobank promotes collaboration and knowledge exchange with researchers globally, contributing to scientific advancements in disease understanding, treatment development, and health policy.
5. The biobank provides training programs and resources to researchers, aiming to build national capacity in biobanking and clinical research. This includes workshops, educational sessions, and technical support.

## 7.0 REFERENCES

1. LabVantage LIMS System Manual
2. King Abdullah Bin Abdulaziz University Hospital's Data Access Policy

## 8.0 REVISION HISTORY

SOP No.	Date Revised	Author	Summary

## 9.0 APPENDICES