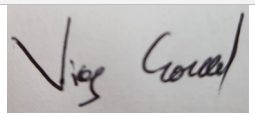
FIEBRE Standard Operating Procedure			
Title	**FIEBRE-03.01: Shipping FIEBRE samples from LSHTM to reference laboratories**		
SOP Reference		***Version***	***Date of effect***
F-03		1.1.1	

	Name	**Title**	**Signature**	**Date**
Author	Victoria Gould	LSHTM Laboratory Co-ordinator		16/11/2020
Reviewer	Chrissy h Roberts	LSHTM Laboratory and Data Lead		16/11/2020
Approver	Heidi Hopkins	FIEBRE scientific program coordinator	[signed by email]	17 Nov 2020

Review Tracker

Due date for next review	Reviewer Name	Signature	Date Reviewed

Revision History

Version Number	**Effective Date**	**Reason for Change**

SOP User Confirmation

I acknowledge that I have read, understood and agree to follow this SOP

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1. **Title: Shipping FIEBRE samples from LSHTM to reference laboratories**
2. **Purpose:** To describe the procedures for the onward shipping of FIEBRE samples from LSHTM to reference labs
3. **Responsible staff:** Victoria Gould (x2346), Chrissy h Roberts (x2913), Tegwen Marlais (x2866).
4. **Background & Rationale:** The first primary objective of FIEBRE study is to determine the treatable and/or preventable infectious causes of fever in our study population. Multiple pathogens that may cause fever are therefore being investigated. Some laboratory testing is being done at the study sites where participants are enrolled, and at LSHTM, while some serologies and other laboratory tests are being completed at internationally recognized reference laboratories. Samples from study sites that are for testing at international reference laboratories will first be shipped to the London School of Hygiene and Tropical Medicine (LSHTM) and transferred from there. These specimens have been collected primarily from symptomatic people and therefore may contain pathogens both known and unknown; all samples therefore will be handled and stored within the CL3 laboratories facility and treated as if they contain HG3 pathogens. This SOP explains the procedures for packing and shipping these samples from the CL3 laboratories (425a) at LSHTM.

5. Supplies and Material

5.1 2 pairs of cryogloves

5.2 – 70 °C freezer

5.3 Safety box cutter

5.4 Laptop with FluidX intellicode software and FluidX Impression™ barcode scanner

5.1 Samples, those shipped on dry ice will be stored within FluidX racks or cryoboxes as appropriate, in individual Ziploc bags, up to four boxes within one bio-bag within an outer tertiary container.

5.2 Nitrile gloves, back fastening lab coat, disposable over-sleeves

5.3 Disinfectants: 70 % ethanol and Biocleanse (made fresh daily)

5.4 Autoclave bins

5.5 Blue roll

6. Procedures

6.1 All work within the CL3, including unloading shipments will occur during normal office hours (Monday-Friday, 9-5pm).

6.2 Two people are required to pack each shipment. Person A will be responsible for opening tertiary containers, placing the dry ice in the container and packing the boxes securely within the dry ice. Person A should wear a white lab coat and cryogloves. Person B will be responsible for removing samples from the freezer and will wear a back-fastening lab coat, nitrile gloves and cryogloves.

6.3 An order will be placed for the appropriate quantity of dry ice to be delivered on the day of the shipment

6.4 If DHL is to be used a request will be sent to reception, via ServiceDesk, including all the required information on the shipment's contents and destination. For other companies (e.g world courier) the courier will be booked directly with the company. For Shipments outside the UK a customs invoice will need to be produced on headed paper giving a nominal value of £10.

6.5 An appropriate tertiary container will be sourced and labelled as in SOP_F_15b

6.6 On the day of the courier's booked arrival at LSHTM, the boxes to be shipped will be packed as in SOP_F_15b.

6.7 The door between 425a and the lobby 425b will be propped open whilst boxes are being loaded. If the process is interrupted e.g. for a break the doors will be shut and locked.

6.8 Boxes within ziplock bags will be removed from the freezer one at a time by person B and handed to person A, situated within the lobby. Person B will transfer each Ziplock bag (containing one box or rack) after inspecting for signs of leakage and damage.

6.9 Person A will be responsible for packing the outer boxes and will remain in the lobby. If box and samples are intact, then the individual box, within Ziploc bags, will be placed into a bio-bag. Once filled the bio-bag will be sealed, placed into the tertiary container and surrounded by dry ice. Cryogloves will be worn when handling dry ice or frozen samples.

6.10 The removal of the box from the freezer will be recorded within the LIMS system or excel spreadsheet.

6.11 Once the entire outer box has been filled with bio-pouches, it will be sealed and taken to reception to be collected by the courier.

6.12 A file detailing the contents of the shipment will be sent to the reference lab along with the relevant shipment tracking details. Heidi Hopkins and Chrissy Roberts will be copied in on this information.

6.13 The package will be tracked via the courier tracking system and it's safe arrival noted. Shipments will be tracked daily and any delays notified to Heidi Hopkins and Chrissy Roberts.

7. In the event of a spill or breakage

7.1 If there is any sign of leakage then do not send the affected box and leave within the ziplock bag. Place within the MSC, disinfect the surfaces as appropriate and seek advice depending on the volume of the spill. Where possible save sample volume by transfer to a new tube. Note the occurrence and record the barcode of any new tube.

7.2 Safety office contact details:

7.2.1 Call: 020 7299 4615 or 07808 905958