STANDARD OPERATING PROCEDURES

DIVISION OF COMPARATIVE MEDICINE
UNIVERSITY OF SOUTH FLORIDA

TITLE:	**Collection and Identification of Specimens**
SCOPE:	All Authorized Personnel
RESPONSIBILITY:	Research, Animal Care, and Laboratory Personnel
PURPOSE:	To Outline the Procedures of Collection, Identification, Tracking, and Quality Control Regarding Specimens.

I. PURPOSE

1. The following procedures are followed to ensure the identity and quality of all specimens used in laboratory tests.

II. RESPONSIBILITY

1. All laboratory staff are responsible for ensuring that specimens and samples are collected, identified, handled, submitted, and results reported and recorded in the manner outlined herein so as to protect research results and data integrity.

III. PROCEDURES

1. All specimens must be collected into a suitable container labeled as to the PI, IACUC #, animal ID, date of collection, the specimens collected when appropriate, and fixative or specific storage requirements when necessary.

2. Containers will be labeled on the container wall and not the container top using a permanent marker.

3. All tissues for histopathological processing will be collected per ***SOP #019***.

4. All specimens collected as part of a study conducted in accordance with ***21 CFR Part 58 Good Laboratory Practices for Nonclinical Laboratory Studies*** will be additionally handled and labeled as per protocol.

5. Whenever specimens are submitted to an extramural diagnostic laboratory, a table of the specimens submitted is maintained by laboratory staff, which identifies the date submitted, the origin of the specimens, the tests requested, and resolution of the evaluations. This table permits accurate traceability of laboratory samples that are submitted for testing outside of the GLP Testing Facility.

6. Analyses by professionals involved in GLP studies are summarized in written reports, signed, and dated per ***21 CFR 58 Part 58.185.a.12***.

7. All submissions, tables, results and findings of a study conducted in accordance with ***21 CFR Part 58 Good Laboratory Practices for Nonclinical Laboratory Studies*** are considered raw data and handled as outlined in SOP # 010.2, entitled “Handling, Storage, and Retrieval of Records and Data”.

Approved: **Date:**