## CHN PB SAM 008: CHAIN PB SAM laboratory Procurement SOP (MASTER)

**Purpose**

The purpose of this SOP is to describe the standard procedures involved in purchasing of laboratory supplies in order to have a standardized way of sample collection, processing and storage across all PB SAM CHAIN sites.

**Responsibility**

This SOP applies for all laboratory staff, site procurement teams and site lead who intend to purchase consumables for PB SAM study.

The Principal Investigator (through the study coordinator when applicable) retains the overall responsibility of implementation of these standard procedures.

The Study Laboratory Coordinator is responsible for answering questions you may have about the content of this SOP and any other relevant study documentation. Please contact that the Study Laboratory Coordinator through your site coordinator.

**Abbreviations/Definitions**

**SOP** Standard Operating Procedure

**PI** Principal Investigator

**Required material**

N/A

**Methods**

1. **General considerations**
   1. Purchase of lab supplies should be projected on basis shelf life and recruitment needs within a specified period; preferably 6 months.
   2. Lab teams should maintain minimum threshold levels in-order to minimize chances of stock outs.
   3. Site are requested to purchase items as described with reference numbers as detailed below. In case of any change, the site lead should discussion with the Study Laboratory Coordinator and central lead team for further guidance.
2. **List of supplies to be purchased**

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| **No.** | **Image** | **Ref or CAT No.** | **Description** |
|  |  | 367856 | 3.0 ml BD Medical 367856 Vacutainer® Plus Plastic EDTA Blood Collection Tubes,  13 x 75mm, 3mL Draw Volume, Paper Label and Lavender Hemogard™ Closure |
|  |  | Generic | 30mL screw cap container with spoon for the collection and transport of fecal specimens.  Example: http://www.southpointesurgical.com/gl\_containers.aspx |
|  |  | 368632 | Nunc CryoTube Vials, 1.8 mL for storage of feacal samples  Thermo Fisher Scientific Nunc CryoTube, free standing round bottom; 1.8 mL, 50/bag/ 1800/case internally threaded |
|  |  | 72.694.007 | Sarstedt Inc Screw cap micro tubes, 2 ml, 250/pack  Manufacturer:  Sarstedt Inc 72.694.007 |
|  |  | 5026-1010 | Nalgene® Cryobox™, System 100™,  Thermo Scientific  Supplier: Nalgene Nunc International |
|  | **Image** | CM0129 | Tryptone Soya Broth |
|  |  | CAS 56-81-5 | Fisher Bio Reagents BP2291 Glycerol 1L Ref # BP2291 |
|  | **Image result for Dry pediatric FLOQSwab: 5U002S and tube photos** | 5U002S | Copan FLOQSwabs for PCR  Dry pediatric FLOQSwab: 5U002S |
|  |  | 04P75-01 | i-STAT analyzer, MN:300G |
|  | Image | CG8+ | i-STAT catridge |
|  | 10µL Filtering Pipette Tips - Universal Filter Pipette Tips - Racked,  RNase/DNase Free &amp; Pyrogen Safe, Clear, 96 Tips/Rack Pk x 10 Racks（960  Tips）: Amazon.com: Industrial &amp; Scientific | Generic | 1000 µl RNase DNase free barrier tips |

1. **Document history**

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| --- | --- | --- | --- | --- |
| **Version** | **Author** | **Approved by** | **Signature** | **Dated** |
| **1.0 CHAIN PB SAM Laboratory Procurement SOP** | Robert Musyimi | Caroline Tigoi |  | June 23 2021 |
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1. **Site training record**

All sites are required to maintain a master copy of this SOP that documents the site staff that have been trained on this SOP.

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| **Document History** | | | | |
| **Version No.** | **Trained staff initials** | **Signature of trained staff** | **Date** | **Trainer’s Initials** |
| **1.01** | **KDT** | **Example row** | **1st Jan 2016** | **DM** |
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1. **Appendices**

None