

CHAIN LABORATORY PROCUREMENT LIST SOP (MASTER)



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

CHAIN LABORATORY PROCUREMENT LIST SOP (MASTER)







Methods

1.0 General considerations

- 1.1 Purchase of lab supplies should be projected on basis shelf life and recruitment needs within a specified period; preferably 6 months.
- 1.2 Lab teams should maintain minimum threshold levels in-order to minimize chances of stock outs.
- 1.3 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.

2.0 List of supplies to be purchased

No.	Image	Ref or CAT No.	Description
a)		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
b)		Generic	30mL screw cap container with spoon for the collection and transport of fecal specimens. Example: http://www.southpointesurgical.com/gl_containers.aspx
c)		368632	Nunc CryoTube Vials, 1.8 mL for storage of fecal samples Thermo Fisher Scientific Nunc CryoTube, free standing round bottom; 1.8 mL, 50/bag/ 1800/case internally threaded
d)		72.694.007	Sarstedt Inc Screw cap micro tubes, 2 ml, 250/pack Manufacturer: Sarstedt Inc 72.694.007

CHAIN LABORATORY PROCUREMENT LIST SOP (MASTER)



e)		5026-1010	Nalgene® Cryobox™, System 100™, Thermo Scientific Supplier: Nalgene Nunc International
f)		CM0129	Tryptone Soya Broth
g)		CAS 56-81-5	Fisher Bio Reagents BP2291 Glycerol 1L Ref # BP2291
h)		5U002S	Copan FLOQSwabs for PCR Dry pediatric FLOQSwab: 5U002S
i)		04P75-01	i-STAT analyzer, MN:300G
j)		CG4+	i-STAT cartridge
k)		Generic	1000 µl RNase DNase free barrier tips

CHAIN LABORATORY PROCUREMENT LIST SOP (MASTER)



3.0 Document history

Version	Author	Approved by	Signature	Dated
1.0 CHAIN PB SAM Laboratory Procurement SOP	Robert Musyimi	Caroline Tigoi		June 23 2021

4.0 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.

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

5.0 Appendices

None