

## Komen Tissue Bank -- Tissue Collection Event

Date created/revised: January 12, 2015

### Preferred Qualifications:

- experience working with human samples
- familiarity with Universal Precautions
- working knowledge of Sterile Technique

### Laboratory Job Descriptions

Upon arrival, please choose your lab coat, eye wear and glove size.

### Centrifugers

1. Blood tubes and matching cryovials are received from the runner. Confirm that all tubes have the same barcode number on them.
2. Place the 2ml lavender top tube in the box marked for whole blood
3. **Plasma**-The 9ml purple top tubes are used for plasma collection. Immediately centrifuge a **BALANCED** group of tubes at 2000rcf for 15 minutes. When centrifuge is finished, give the spun tubes to a plasma aliquoter.
4. **Serum**- The Tiger Top serum tube will have the time of the draw written on it. Place a dot sticker on the lid of the tube and write the time that the tube should be centrifuged on the dot sticker. (45 min.  $\pm$  10 min. after the draw).At the appropriate time, centrifuge a **BALANCED** group of clotted serum tubes at 1200rcf for 10 minutes. When centrifuge is finished, give the spun tubes to a serum aliquoter.

### Aliquoters

1. **Plasma**- receive the spun tubes and matching cryovials from the centrifuger. Use a transfer pipet to transfer the plasma to a glass culture tube. Using a repeater pipet, aliquot **750ul** of plasma into each of the five labeled cryovials. Immediately place the cryovials in the freezer box in the dry ice cooler.
2. **Serum**-receive the spun tubes from the centrifuger. Using a repeater pipet, aliquot **600ul** of serum into each of the five labeled cryovials. Immediately place the cryovials in the freezer box in the dry ice cooler.

### Tissue Processor

1. Receive the tissue cup from the runner. Confirm that the cup has a barcode number on it. If not, send the runner back to the same procedure room to get the barcode. (there will be a post-it on the tissue cup with the procedure room number on it.
2. Remove the cores from the cup. One core from each donor is weighed and fixed in a Paxgene Tissue cup. A second core is prepared for cryopreservation. The remaining cores are immediately snap frozen. Snap frozen cores are placed into cooled, prelabelled cryovials, and handed to the scanner who will place them in the freezer box in the dry ice cooler.