

Standard Operating Procedure (SOP) 014V1.0

Destruction of Human Specimen Material

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Approved by:



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Purpose: There are situations such as storage equipment failure, loss of specimen-associated information, or study withdrawal where it becomes necessary to dispose of human biological samples. Under these conditions, donated materials must be destroyed or disposed of via operations that incorporate safety considerations and respect the rights of the donor participant. Donors are informed during consenting that they may withdraw from the study at any time by contacting the KTB. Upon withdrawal all tissue specimens are discarded and identifiers are removed, however data that has been obtained from testing of the biological material until that point will remain part of the research study.

Scope: The SOP covers the steps for disposal of banked samples and updating of database records.

Materials:

Gloves
Biohazard Waste Bin
Sharps Containers

Procedures for preliminary operation upon Equipment failure or compromised sample(s):

1. Identify barcode(s) and sample type(s) of compromised sample(s) and log them into the "Samples Destroyed" spreadsheet located on the K drive.
2. Update Biospecimen Manager sample logs for extraction type.
3. Update OPAL database: Check out each individual tube to K-Destroy category. Change Reserve Status to "Sample Destroyed" and add a sample note for each extraction type

Procedures for preliminary operation upon Study Withdrawal:

1. Identify barcode(s) and sample type(s) to be discarded and log them in into the "Samples Destroyed" spreadsheet located on the K drive.
2. Update Biospecimen Manager sample logs for each extraction type.

3. Update OPAL database: Check out each individual tube to K-Destroy category. Change Reserve Status to "Sample Destroyed" and add a sample note for each extraction type. Add a note to Donor page.
4. Contact the KTB database programmer to have donor and sample information hidden from the VTB including the H&E Image.
5. Move donor to "Do not contact" list and make donor data unsearchable on internal and external databases.

Procedures for Destruction of Samples:

1. Retrieve frozen tissue samples from on-site LN2 storage facility.
2. Retrieve frozen blood products and DNA from on-site -80 storage facility.
3. Retrieve ambient tissues, ambient DNA and H&E slide from on-site ambient storage.
4. Dispose of samples in biohazardous waste incineration container for disposal per institutional procedure.
5. Dispose of H&E slide tissue sections in biohazard sharps container for disposal per institutional procedure.
6. Contact Brooks Life Sciences to initiate Sample Discard Protocol for any off-site stored backup samples and whole blood.

References:

Best Practices: Recommendations for Repositories (Fourth Edition) Section M: Specimen Access, Utilization, and Disposition (ISBER) <https://www.isber.org>