

1. Purpose:

- 1.1 This SOP describes the step-by-step method for the handling of sera specimens and their transport to the laboratory keeping in mind the “safety” of specimen and the Laboratory workers.
- 1.2 The sample can be sent to the laboratory safely for specified tests.

2. Scope:

- 2.1 The handling of the specimen starts from the patient, collection of specimen, labeling, transport and storage until testing.
- 2.2 This SOP will not be used for surveillance purposes.
- 2.3 This SOP will be used only for handling and transport of “Reactive” OR “Indeterminate” samples.

3. Responsibilities:

- 3.1 Laboratory / Center staff is for the handling and transportation of samples according to this document.
- 3.2 Officer / Center incharge is responsible to implement this SOP by providing the SOP specific training and thereafter by inspections.

4. Materials and Equipment Required:

- 4.1 Transportation Box
- 4.2 Ice Box
- 4.3 Sample delivery register
- 4.4 Disposable gloves
- 4.5 Cotton /Tissue Rolls
- 4.6 Zip lock bags
- 4.7 Fine tip, waterproof paint markers

5. Procedure:

- 5.1 Each container should be labeled with a code, and date of collection.
- 5.2 Serum Specimens should be collected with universal precautions and put in a leak-proof unbreakable container. It should be preferably made of plastic and should be screw capped.
- 5.3 The container, after proper labeling should be kept in a non leak-able zip lock bag. This bag should then be placed in another bag containing adequate packing material (like tissue paper, cotton, etc) to absorb liquid if leakage occurs accidentally.

- 5.4 This package should then be placed in a thermocol box or flask / small size cooler having ice packs to maintain proper cold chain system during transit. The box should be sealed securely.
- 5.5 The box should be clearly labeled as "**BIOHAZARD MATERIAL**".
- 5.6 Specimens should be sent to the laboratory as soon as possible.
- 5.7 Routine laboratory request forms should accompany each sample. Data on laboratory request forms should include name, age, sex of patient, date and time of specimen collection.

6. Reporting:

- 6.1 In case of any mishap report to incharge of the laboratory / center.