

THE CHILDREN'S HOSPITAL AT WESTMEAD

TUMOUR BANK

STANDARD OPERATING PROCEDURE

SAMPLE COLLECTION			
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REVISION HISTORY			
Date	Amendment Details	Superseded version	Revised by
02/09/12	New Document		

1. PURPOSE

The purpose of this document is to outline standardised procedures to follow when collecting samples for the Tumour Bank (TB) from departments across The Children's Hospital at Westmead (CHW). This will maximise the number and quality of samples collected, which in turn will maximise translational research gains for investigators at CHW and their collaborators.

2. SCOPE

This protocol covers all bone marrow aspirate, trephine, blood, bone marrow slides and solid tissue samples collected from oncology or non-oncology patients at CHW.

3. RESPONSIBILITIES

The TB Clinical Research Associate (CRA), Project Officer, Administration Officer and Research Assistants must ensure that these protocols are adhered to at all times when retrieving samples from CHW departments.

4. MATERIALS, EQUIPMENT AND FORMS

- Blank yellow outpatient request forms, with pre-filled instructions for blood collection signed by the Head of Oncology
- Blank green outpatient request forms, with pre-filled instructions for blood collection signed by the Head of Oncology
- White inpatient request forms, with pre-filled information pertaining to Project #57
- Blank white inpatient request forms, with pre-filled instructions for blood collection signed by the Head of Oncology
- CRA SOP BSM 001 Requesting and Managing Bone Marrow Aspirate Samples for Oncology Patients Attachment 1.
- CRA SOP BSH 006 Collection of Tumour/Tissue for Research
- TB 004 Obtaining Samples From Long Term Follow Up Patients
- TB 0017 Obtaining Patient Peripheral Blood Samples from the Clinical Haematology Department
- Appendix 1: Flow chart of blood samples across CHW
- Appendix 2: Flow chart of bone marrow and solid samples across CHW

5. METHOD

5.1 Peripheral blood ordering and retrieval

5.1.1 Oncology Treatment Centre (OTC)

- a. The TB CRA/Research Assistant will complete patient details on blank yellow outpatient request forms, using the General Anaesthetic (GA) folder located in OTC.
- b. Request forms are to be completed on Friday and Wednesday afternoons, for sample collection on the following Monday and Thursday, respectively.
- c. Only patients undergoing a Bone Marrow Aspirate (BMA) are to have bloods ordered.
- d. Staff at the OTC front desk will page the TB when bloods are collected.
- e. TB staff can retrieve bloods from the OTC front desk, or occasionally from the pharmacy room in OTC (receptacle on top of refrigerator).

5.1.2 Clinical Haematology department

- a. Refer to TB 0017 for details of new and relapsed oncology patients who have had bloods collected for the purpose of a full blood count, and can have this EDTA tube subsequently banked in the TB.

5.1.3 Specimen reception- pathology

- a. Blood sample requests specifically for the TB written by either the TB CRA or doctors throughout the CHW are labelled 'Do not send sample to pathology; please page Tumour Bank on 6692'.
- b. Occasionally these samples arrive at pathology specimen reception.
- c. The TB will be paged to retrieve them; they can be collected from pathology specimen reception, in the Clinical Haematology laboratory.

5.1.4 Blood collection- pathology

- a. Refer to TB 004 for details of Long Term Follow Up (LTFU) patients with blood request forms who present to CHW's blood collection room in the Pathology department.
- b. Pathology will page TB when the blood sample has been collected, as per instructions on the request form.
- c. Blood samples can be retrieved from the pathology blood collecting room.

5.1.5 Camperdown Ward

- a. Bloods for newly diagnosed patients (who don't have a suitable sample available in clinical haematology) or patients at specific treatment timepoints, who have been admitted to Camperdown Ward can be requested via the Camperdown Ward in-tray for either morning (am) or afternoon (pm) collections.
- b. Bloods can be picked up that day (am collection) or the next day (pm collection) from the TPN fridge.

5.2 Bone marrow aspirate/trephine ordering and retrieval

5.2.1 Bone Marrow Aspirates

- a. Bone marrow aspirates (and trephines if sufficient aspirate cannot be obtained) are ordered by the CRA team and/or Haematology registrar, according to the schedule outlined in the CRA SOP BSM 001.
- b. The Haematology registrar will page the TB when samples are ready to collect.
- c. Samples are to be collected from the designated TB receptacle in the Haematology registrar's office.

5.2.2 Bone Marrow Slides

- a. Haematology registrars routinely make bone marrow slides for clinical investigations.
- b. Additional research slides are stored in slide drawers provided by the TB CRA.
- c. When the drawer is full, the haematology registrar will contact the TB.
- d. The TB CRA will collect the drawer and replace it with an empty drawer.

5.3 Solid tissue retrieval

- a. Malignant and non-malignant tissue excised by CHW surgeons is triaged via the Histopathology department as per the CRA SOP BSH 006.
- b. Tissue for the TB is allocated to a 'Postie Box' receptacle in Histopathology's -80°C freezer.
- c. On a monthly basis, the TB Project Officer retrieves samples from the 'Postie Box' in Histopathology.

Refer to appendix 1 for a flow chart of all samples across CHW.

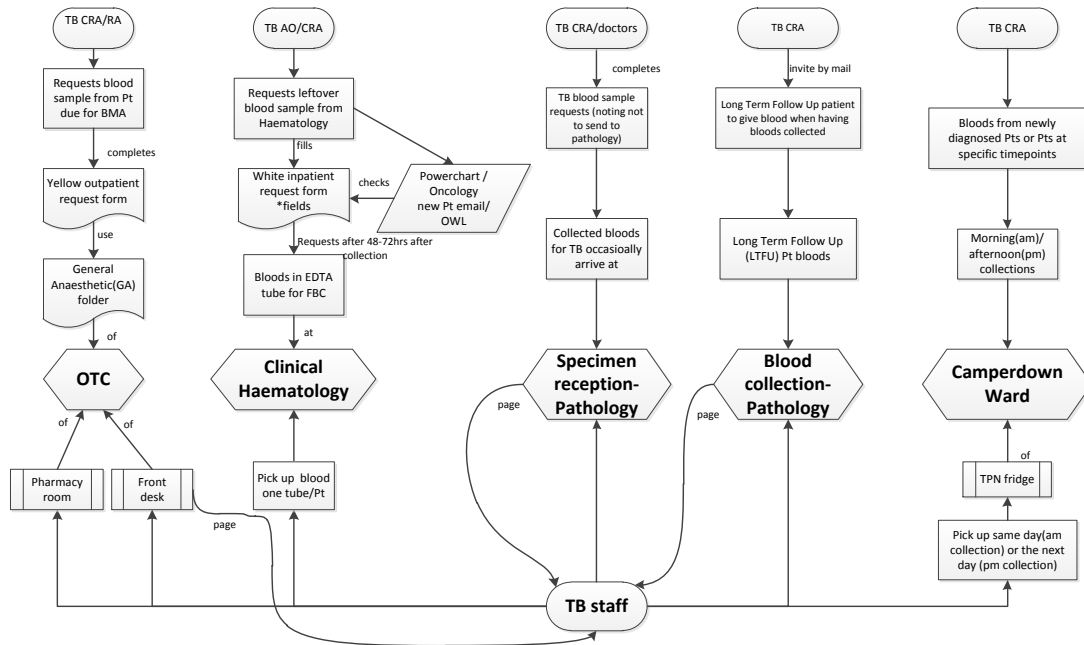
6. SAFETY

- Adhere to all local biological, chemical and sharps policies.

7. APPENDIX

7.1 Appendix 1

Flow chart of blood samples across CHW



7.2 Appendix 2

Flow chart of bone marrow and solid samples across CHW

