

A. Serum Processing

1. Procedure

- 1.1. Record date and time that the specimen is received in the lab on the Serum Processing Form. As well as site and Patient ID.
 - Please remember that the serum tube should be left upright at room temperature for at least 30 minutes to facilitate clotting before centrifuging.
- 1.2. Centrifuge vacutainer at 2600 RPM at room temperature for 10 minutes within two hours of collection. Record the date and time the vacutainer is placed in the centrifuge on the serum Processing Form. Record the volume of blood received using the provided standard.
- 1.3. Using a P1000 pipet and P1000 filter tips, transfer 500 μ L aliquots of serum into the appropriately-labeled 0.5 mL tubes, making a maximum of 10 aliquots. Fill the barcoded tubes in the order that they are labeled on the processing form. Fill each tube to 0.5 mL before moving on to the next aliquot. Avoid transferring red cells into the last serum aliquot (the last tube may not be a full 0.5 mL, please record the actual volume if this occurs).
 - Serum Aliquots will have Red capped 0.5ml tubes
- 1.4. Note condition of specimen on the tracking form.
- 1.5. Cap the tubes securely using O-ring caps.
- 1.6. Record number of aliquots made and volume of serum aliquots in the blank fields where applicable.
- 1.7. Place all tubes at -80°C in the designated specimen boxes. On the tracking form, record the time the tubes were frozen.
- 1.8. If applicable, record any specimen issues observed during processing in the Specimen Comments box, if there are no comments to be made, check the "None" box. Sign the form in the signature box.
- 1.9. Please review section A. Blood and Urine Shipments (Frozen) under "Shipping Specimens to the Biorepository Core Facility" for all shipping and handling procedures when ready to transfer specimens to the Biorepository Core Facility.

B. Plasma and Buffy Coat Processing

1. Procedure

- 1.1. Record date and time that the specimen is received in the lab on the Plasma Processing Form. As well as site and Patient ID.
- 1.2. Centrifuge vacutainers at 1730 RPM (600 x g) at 4°C for 20 minutes within two hours of collection. Record the date and time the vacutainers are placed in the centrifuge on their respective Plasma Processing Form. Record the volume of blood received using the provided standard.
- 1.3. Using a sterile disposable transfer pipette, remove the supernatant from the vacutainer and transfer it into a 15 mL conical tube (each vacutainer should have a unique conical tube labeled with PID and vacutainer type).
- 1.4. Using the same transfer pipette, remove the buffy coat (approximately 1 mL) and place it into the 1.8 mL cryovial (the cryovial should be barcoded with the corresponding barcode on the processing form). Cap the cryovial and record approximate volume of buffy coat.
- 1.5. Centrifuge the 15 mL conical tube at 2600 RPM (1500 x g) at 4°C for 15 minutes.

- 1.6. Note condition of specimen on the tracking form.
- 1.7. Using a P1000 pipet and P1000 filter tips, transfer 500 μ L aliquots of plasma into the appropriately-barcoded 0.5 mL tubes, making a maximum of 10 aliquots. Fill the barcoded tubes in the order that they are labeled on the appropriate processing form. Fill each tube to 0.5 mL before moving on to the next aliquot. Leave \sim 300 μ L of plasma in the bottom of the conical tube in order to avoid transferring cells into the last plasma aliquot (the last tube may not be a full 0.5 mL, please record the actual volume if this occurs).
 - ACD Aliquots will have Yellow capped 0.5ml tubes
 - EDTA Aliquots will have Purple capped 0.5 ml tubes
- 1.8. Cap the tubes securely using O-ring caps.
- 1.9. Record number of aliquots made and volume of serum aliquots in the blank fields where applicable.
- 1.10. Place all tubes at -80°C in the designated specimen boxes. On the tracking form, record the time the tubes were frozen.
- 1.11. If applicable, record any specimen issues observed during processing in the Specimen Comments box, if there are no comments to be made, check the “None” box. Sign the form in the signature box.
- 1.12. Please review section A. Blood and Urine Shipments (Frozen) under “Shipping Specimens to the Biorepository Core Facility” for all shipping and handling procedures when ready to transfer specimens to the Biorepository Core Facility.