

C enter for H uman P henomic S cience	University of Pennsylvania Health System	CHPS SOP 21
Standard Operating Procedure	Research Sample Labeling	Page 1 of 1

PURPOSE: To ensure that all research samples are properly labeled to ensure no loss of samples from unintentional vial/tube misplacement.

SCOPE: All CHPS staff

PROCEDURE:

1. Label cryovials with Subject ID (SID). Do not include participant name, DOB, or MRN on cryovials.
 - a. Obtain SID from biospecimen bag or clinical study team (CST).
 - i. Note the Enrollment ID and the SID are NOT the same.
 - b. Ensure SID on cryo-vials match the SID on the requisition forms. If forms are blank, add SID to the requisition forms.
 - c. Label all tubes and cryovials with permanent marker or indelible pen with the SID in the areas provided on the labels *before processing*.
 - d. After processing, ensure that SID is still legible then place specimens in appropriate freezer/refrigerator.
2. Do not write your personal contact information on requisition forms.
3. Boxes should be limited to one per participant. Boxes should be labelled with CHPS #, patient name, and a Lab Vantage label. The Lab Vantage label allows for tracking of specimens and notifies the clinical study team when samples are overdue for pickup.
Contact Jamie Howell for paper refills and other issues with the Lab Vantage Equipment.
4. Complete Chain of Custody forms accurately, please contact study team if this is unclear.

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