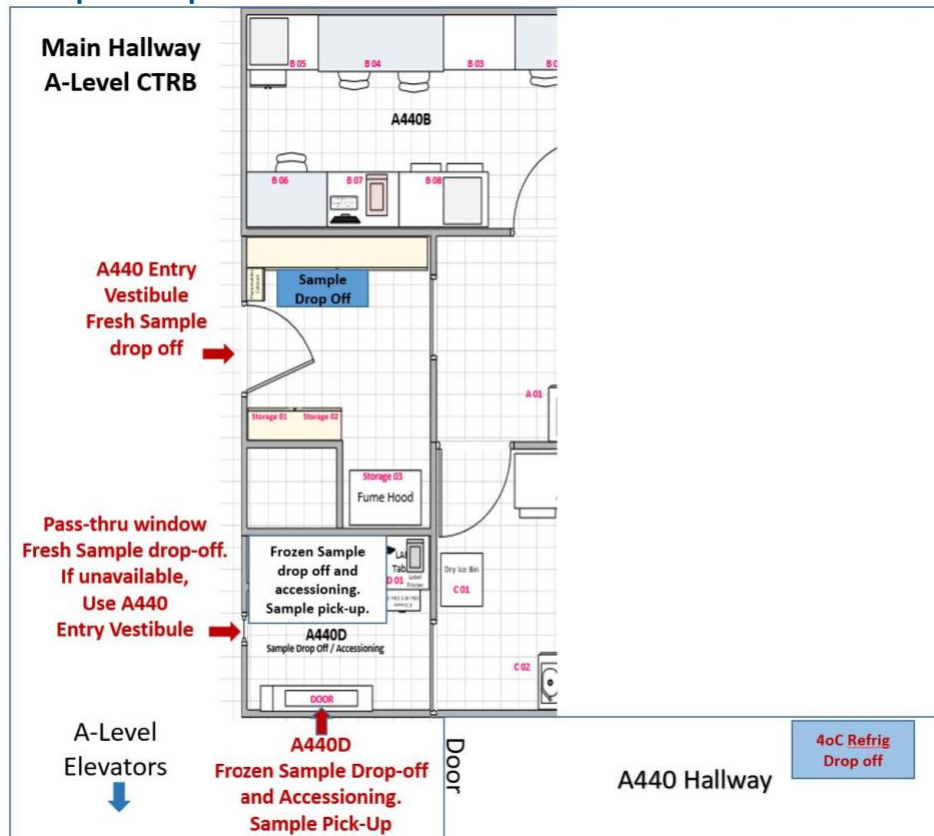


BIOREPOSITORY RESOURCE CENTER

Sample Drop Off & Pick-Up

- **BioRC must be contacted for Sample Drop-Off via BioRC@email.chop.edu**
- **Confirmation of scheduled drop-off time and drop-off location must be received from BioRC before sample drop-off can occur.**
- **No Entry into BioRC Lab Area Beyond the A440 Entry Vestibule is Permitted without Authorization from BioRC. Please practice social distancing and wear proper PPE when dropping samples off or picking samples up.**
- **Whenever possible, please provide any testing results that have been performed for COVID-19 on samples being transferred to the Biobank.**

Sample Drop Areas - See Below for Instructions



Fresh Sample Drop-Off (Blood, Saliva) for Processing

- **Transport from hospital to BioRC** – must be in triple containment (tube/bag/bag or other suitable container). Use Proper PPE when handling samples for drop-off (gloves, mask, eye-protection).
- **Blood for PBMC Processing and Saliva** - Sample drop off in the Medical Tote Container located in Pass-Thru Window in the A-Level hallway outside of CTRB A440. BioRC must be notified beforehand at BioRC@email.chop.edu. Blood and saliva tubes must be in Biohazard bags and placed upright. The medical tote container must be zippered-up after placing samples. Please close the Pass-Thru door when finished. Sample Log-book, which will be located on the cart next to the Login Window, must be filled out.

BIOREPOSITORY RESOURCE CENTER

Sample Drop Off & Pick-Up

Sample Pass-Thru Window
A-Level



Hallway Phone and Sample Login Station



Medical Tote with Rack in PassThru



- If the Pass-Thru Window is unavailable for sample drop-off, **Blood for PBMC Processing and Saliva** samples can be placed in the Plastic Sample Container in the secondary Sample Drop-off area in the Entry Vestibule to the A440 lab. BioRC must be notified beforehand at BioRC@email.chop.edu. Blood and saliva tubes must be in Biohazard bags and placed upright. The plastic container must be closed and secured after placing samples. Sample Log-book must be filled out.

BIOREPOSITORY RESOURCE CENTER

Sample Drop Off & Pick-Up

Sample Drop Off-A440 Vestibule Area



Fresh Blood drop-off for Extraction, Aliquotting and Freezing

- Transport from hospital to BioRC – must be in triple containment (tube/bag/bag or container). Use Proper PPE when handling samples for drop-off (gloves, mask, eye-protection).
- Samples are dropped off in 4oC Refrigerator in A440 Hallway.
- Sign on Refrig will say “**BioRC 4oC Sample Drop Off**”
- Blood tubes must be in biohazard bags and placed upright.
- Place in Plastic Sample Container in the refrigerator.
- The plastic container must closed and secured after placing samples.
- Sample Log-book must be filled out.

Door to A440 Hallway



Refrigerated Sample Drop

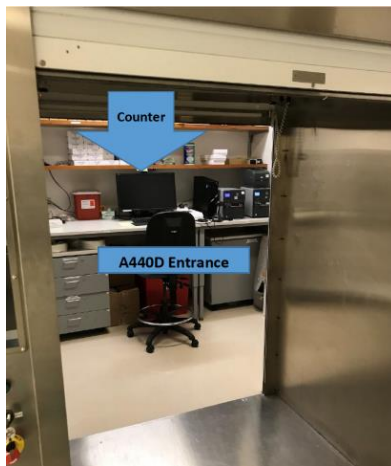


BIOREPOSITORY RESOURCE CENTER

Sample Drop Off & Pick-Up

Frozen Sample and Ambient Fixed Sample (FFPE Block/Slide) Drop-Off

- **Transport**-Triple containment for frozen samples drop-off (tube in bag and box w/dry ice). Double containment (bag and box) for Blocks/Slides. Use Proper PPE when handling samples for drop-off (gloves, mask, eye protection).
- **Scheduled Drop-off Only.**
- Email BioRC@email.chop.edu for scheduled drop-off time confirmation.
- **Drop-Off in room A440D on counter. Door will be open for scheduled drop off.**
- **Frozen samples must be in suitable container with dry ice.**
- **Sample Log book must be filled out.**



Sample Pick-Up

- **Sample pick up must be scheduled in advance.**
- Email BioRC@email.chop.edu for scheduled pick-up date/time confirmation.
- **Samples in triple containment will be placed on the counter in room A440D for the scheduled pick-up**
- **A sample-receipt form will accompany the samples for signature and the form can be placed in the Sample Receipt Form bin in A440D upon pick up.**

