**SOTDDI Lab Protocol**

**Purpose**

Method for receiving, documenting, and freezing bacterial isolates collected for the SOTDDI study.

**Materials**

* Prefilled TSB/15% glycerol 1.5mL tubes
* Sterile loops

**Procedure**

* Receiving Isolates
  1. Remove the paperwork associated with the sample and confirm that the information matches
  2. Store all slants/plates at 4°C until ready to be frozen
  3. Use the paperwork to accession samples into LabVantage
* Documenting in LabVantage
  1. Assign subject IDs based on donor and recipient IDs already documented in the shared spreadsheet
  2. Use patient collection date
  3. Add species
  4. Add sample source location
  5. File into either the donor or recipient boxes, depending on sample source
  6. Add LabVantage information to the shared spreadsheet
* Freezing Isolates
  1. Print LabVantage labels
  2. Label each prefilled tube and organize by date
  3. Using a 10µL sterile loop, scrape as much bacteria from the slant as possible
  4. Place the bacteria in its labeled tube and spin the loop to get all bacterial cells off of the loop
  5. Tightly seal the cap on the tube and vortex briefly
  6. Repeat steps 3-5 for all isolates
  7. Freeze isolates at -80°C, keeping donor and recipient isolates in separate labeled boxes
  8. Sample filing should correspond to previous filing order in LabVantage