**SToP-CDI Lab Protocol (Biobanking Only)**

**Purpose**

To biobank samples associated with the SToP-CDI research study. These samples first go to the microbiology lab located at 4 Gates, where upon stool testing, each patient’s swab is either used for further testing or if negative, aliquoted and/or sorted such that they can then be biobanked in the ARES lab.

**Materials & Equipment**

* Samples
  + One Copan swab/patient
  + Two 2mL tubes containing 400µL of e-swab fluid, aliquoted at the microbiology laboratory
* LabVantage Labels
* -80°C freezer
* Freezer boxes with 10x10 dividers

1. Accessioning Swabs in LabVantage
   1. Log onto LabVantage, making sure that your session is within the PROD environment.
   2. Within the home screen options, under “Sample Management,” click the “receive and accession samples” option.
   3. Under Study, type ID\_SToP-CDI.
   4. Under Site, pull the drop down menu down and select “UPHS.”
   5. Under “Choose Clinical Events,” select “General Collection.”
   6. Click the calendar under “Additional Attributes” and select the date and time. Click “Next.”
   7. Under “Description,” type the subject ID (CDI\_####) and then click the “Add New Subject” button. A new window will pop up. Click “Save” in this new window and then close the popup.
   8. Click “Search Subject” and you should see the subject you just entered appear in the resulting chart that now also contains it’s subject identifier. Check the box pertaining to the subject and click “Next.”
   9. Click “Enroll.”
   10. You will now see a list of sample types consisting of Perirectal Swab, Rectal Swab and Stool Swab. Select the appropriate swab based on the STOPCDI Enrollment spreadsheet on box (**Note**: swab type will be listed in the “date collected” if peri-rectal – otherwise, assume rectal).
       1. **This accessioned sample will be for the COPAN SWAB.**
   11. Within the “External Participant ID” field, type the subject ID (note: this should be the same ID you used to create and enroll the subject in steps g-i).
   12. Click “Next.”
   13. Click “Next.”
   14. Click “Complete.” Your samples have now been successfully accessioned into LabVantage.
2. Accessioning E-swab fluid in LabVantage
   1. After accessioning the Copan swab, you can accession the two 2mL tubes of E-swab fluid by first selecting the associated Copan swab and clicking “Create Children.”
   2. On the resulting menu, select “Auto-confirm child samples” and de-select “Consume Parent Sample.” Select “ID\_xSwab2Fluid” under Child Sample Plan. Under “# of Containers,” type 2.
   3. Click “OK.”
   4. The child samples will have now been created, each with their own unique sample identifier. **While these were created as child samples from the patient’s Copan swab, they were actually created from an E-swab collected from the same patient during the same visit.**
3. Printing Labels
   1. Once you have completed the steps above, you should end up back at the main LabVantage page. Under “Sample Management,” click the “Lab Operations Samples” option.
   2. Check the samples for which you intend to print labels.
   3. Once they are selected, click the “Print Label” button. Select the “InfDisease\_Sample” label method and the printer of your choice. Click “OK” and your labels should print. **Note**: The E-swab fluid samples labels will specify “fluid” as the sample type.
4. Filing Swabs into Location
   1. Return to the “Lab Operation Samples” page.
   2. There exists multiple ways to locate your samples.
      1. If you had accessioned your samples today, you can pull down the search bar drop down menu and choose “Created Today.” This will populate all the samples that were accessioned within our lab today.
      2. You can choose “By Study,” to populate all samples owned under SToP-CDI.
      3. You can also choose “By Participant ID” if you want to search by the Subject ID.
   3. Once you’ve located your samples(s), check all that you intend to file (note: the order you check them off in matters and will be the order they are automatically filed into the box).
   4. Click “Check In” on the button bar.
   5. Select the samples by checking the box that applies to those you wish to file on the resulting screen. To the right, under the “Storage Unit” banner, click the magnifying glass option.
   6. On the resulting pop-up, click “Sorted Box.”
   7. Your box options will populate on the screen. You may have to search for the boxes by pulling down the drop down menu and selecting “BoxByStudyCode” and then specifying SToP-CDI. Check the desired box and click “Select & Return.”
   8. You should now see a schematic of the box chosen to the right. It will highlight spaces in the box that are already filled. You can click the “Auto File” button and it will automatically file them in the order they were selected into the box.
   9. File the swabs into the box in the order they were filed in LabVantage and store appropriately in the -80°C freezer.
   10. **Note**: each sample type has it’s own boxes in LabVantage. The box names will specify for which sample type they are for.