

## Checklist of Sample Processing Procedure

### Before Sample Processing

- ☐ 1) Sample arrives at the laboratory.
- ☐ 2) Complete the **Sample Information form** (F-OPR-01-1) and print it. You can find this form in BOCOC channel→Research→Lab→Lab logs forms→Sample information form\_TEMPLATE.
- ☐ 3) Save the Sample information form as the Lab Number and the Date in the correct year file.
- ☐ 4) Process the sample according to the relevant protocols.

### After Sample Processing

- ☐ 5) Label all the collection tubes, with: the printed **Barcode**, the **Lab number**, **Patient's Initials** and **Date of Collection**.
- ☐ 6) Store the tubes in the freezer (-80°C for Blood and Urine, -20°C for Stools).
- ☐ 7) Add the sample's Lab number at the appropriate **Freezer log** (File in the laboratory).
- ☐ 8) Complete the **Specimen Registry Log** (F-OPR-01-2). You can find this form in BOCOC channel→Research→Lab→Lab log forms.
- ☐ 9) Complete the **Specimen Storage Log** (F-OPR-01-4). You can find this form in BOCOC channel→Research→Lab→Lab log forms.