I. **Purpose**: This Standard Operating Procedure (SOP) describes activities and identifies individuals responsible for processing specimens and using the CTRC provided centrifuges.

II. **Scope**: This SOP applies to CTRC staff, study coordinators, investigators, and any member of the study team (study staff) responsible for processing study samples in the specimen processing areas of the CTRC.

III. **Applicability**: Study staff using any of the five centrifuges located in the CTRC. One is currently located in the inpatient specimen processing area, one in the phlebotomy lab, and three are located in the investigator lab. All five centrifuges are Beckman centrifuges.

IV. **Responsible Parties**: Study staff who are utilizing the CTRC centrifuges for sample processing.

V. **Procedures**:

A. **Study staff utilizing the investigator lab for specimen processing** will be required to complete the online training and etiquette requirements. The training for first time users and etiquette requirements can be found on the CTRC website at:


B. **The study staff will provide detailed written instructions for specimen processing performed per CTRC staff.** The written instructions will be posted on the study specific clipboard and patient chart until the final specimen is processed and transferred to a storage freezer.

C. **Study staff are required to assist inpatient and outpatient CTRC staff with processing of samples prior to 1pm.**

D. **Inpatient specimen processing**: This area will be utilized for primarily inpatient PK studies. The study staff are required to check with the inpatient charge nurse prior to processing any samples on the inpatient side. Depending on inpatient centrifuge needs the study staff may utilize the inpatient centrifuge or will be referred to the centrifuges in the investigator lab for processing.

E. **Investigator Lab**: This area should be used for any outpatient specimen processing or for any inpatient overflow.

F. **Responsibilities of Study Staff while Processing**:

   1. Study staff are required to ensure that the centrifuge is properly balanced and that tubes are placed in an upright position. First time users are encouraged to ask the lab attendant or one of the CTRC nursing or phlebotomy staff for assistance.

   2. Gloves must be used at all times when processing or transferring specimens. Processing of samples must occur behind a face shield.

   3. All specimen tubes and take off tubes must be labeled. Take off tubes must be labeled according to SOP prior to being placed in the freezer. (See storage SOP)

   4. Any type of spills and clean up will be the responsibility of the lab user.

   5. Mechanical problems or other centrifuge difficulties should be reported to the nurse manager (inpatient processing area) or lab attendant (investigator lab).