



 ICMR-National Institute Of Nutrition		SOP Number: ICMR-NIN / COVID19 / 05
Title	SOP for biological sample processing collected from covid19 suspected/confirmed subjects	
Version 1.0	Prepared:09.06.2020	Effective from:10.06.2020 Valid upto:31.12.20
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1. **Scope:** To be used by clinicians/health care workers/laboratory personnel for performing investigations from a suspected/confirmed COVID 19 subjects
2. **Purpose:** This document describes information for processing of a sample for investigations from a suspected/confirmed COVID 19 subjects
3. **Responsibilities:**
 - Appropriate sample processing method to be followed by clinician/ health care worker/ laboratory personnel trained in specimen collection
 - Laboratory personnel must strictly adhere to the sample processing guidelines.
4. **Materials required :**

N95 Masks, PPE Kits, Nitrile gloves, Alcohol based hand sanitizer(70%), alcohol swabs, 1% hypochlorite, Serum separation tubes (SST), Dry gauze piece/cotton balls, , Sample labels, Tube rack for SST, Cryovials (1.8ml) with inner thread, Cryoboxes Disposable Pasteur pipette, Plasters/cellotape, Biohazard bags.
5. **Sample processing:**
 - Sample will be processed by the dedicated laboratory staff. Personal protective equipment needs to be used and all universal bio-safety precautions should be followed throughout the sample processing.
 - After receiving the sample, the laboratory staff must immediately disinfect (preferably)before taking the sample to the bio-safety cabinet .
 - Sample packaging must be opened inside the hood and the outer surface of the container must be wiped with an alcohol wipe. The container must be placed under the UV light of the cabinet for at least 30 minutes.
 - After UV decontamination for 30 minutes, the sample should be inspected for clot retraction and serum separation. If satisfactory, sample can be directly loaded into the analyzer. If not, sample must be centrifuged. (Centrifugation is an aerosol generating procedure and maximum safety precautions and care must be taken during this step).
 - Pipettes used for sample transfer must be immediately wiped with alcohol wipes. Tips and other consumables used must be put into a container with 1% hypochlorite solution.
 - The disposal should be as institute guidelines

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- Separate sample racks should be dedicated for processing these samples. The racks would be periodically disinfected with alcohol wipes.
- The sample must be placed in a closed box while transporting from the centrifugation area to the analyzing area to avoid exposure to external environment.
- One auto-analyzer should be dedicated for the processing of samples and all biosafety precautions followed.
- The person in-charge of the analyzer should ensure proper maintenance and quality control of the analyzer before processing the sample.
- Care should be taken not to contaminate the equipment keyboard, mouse and monitor. Gloves have to be removed while handling equipment keyboard, mouse and monitor.
- Register to be maintained to note down details of missing/mislabeled/serum lysed/sample insufficient/sample leaked parameters.
- The sample should be immediately removed from the analyzer after analysis. Sample shouldn't be left idle on the analyzer rack loading system.
- Reports will be interpreted by the in-charge (to check for re-analysis/ dilution etc) and authorized by faculty in charge.
- After sample processing, post treatment as per standard protocol (with hypochlorite solution) must be done.
- The entire procedure should be documented in the register dedicated for same purpose.

	Prepared By	Reviewed By	Approved By
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