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| <b>Procedure</b> | <b>Short and Long Term Storage Procedure</b> |
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| <b>Prepared by</b> | <b>Date Adopted</b> | <b>Supersedes Procedure #</b> |
| Steven Whitford    | February 1, 2015    |                               |

| Review Date | Revision Date | Signature |
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**I. PURPOSE**

To describe the procedure for the storing study samples in long term storage at the Brigham Research Assay Core.

## **II. SHORT TERM STORAGE**

Specimens received at BRAC for assaying will be held at -80 degrees until the sample is tested. Some samples may be stored at lower temperature, based on the test requested, and at the lab director's discretion.

Investigators will be sent an invoice when tests are completed, and samples must be picked up within one month following the invoice or be moved to a storage freezer.

For all specimens held under a month from the invoice date, the PI will be charged for just the retrieval fee. All other specimens will be charged a monthly storage fee as well as the retrieval fee.

Fees will be charged monthly or at the time of retrieval.

## **III. LONG TERM STORAGE**

If investigators wish to request long term storage, they are to contact:  
Steven Whitford: [brac@partners.org](mailto:brac@partners.org) for BRAC approval

Approval is based on space availability in the BRAC freezers, and storage cost may be subject to additional surcharges.

## **IV. STORAGE COSTS**

The long term storage costs for Partners or Academic samples are as follows:

**\$0.60 per sample**, charged each month of storage.

There is also a **\$80 per hour retrieval fee**, billable in 15 minute increments.

Contact the lab manager for storage of other samples. All prices subject to change.

## **V. RETRIEVAL PROCESS**

Study teams need to contact the BRAC Lab and request that the specimens be received. This contact needs to occur at least 5 business days prior to the time they need it. Specimens cannot be scheduled for retrieval on holidays or weekends.

## **VI. SPECIMEN TRACKING AND BILLING**

Location tracking and billing will be done using Freezerworks (See SOP 205a: Freezerworks). When a sample is received or moved to a storage location, the "Storage date" is updated on the aliquot using batch update. Additionally, the "Sample type" must be assigned in order to store the samples.

When the samples are removed from storage, the "Retrieval date" is updated on the aliquot using batch update.

On a monthly basis, an invoice for all stored samples will be generated from Freezerworks (Generate Batch invoices > Repository samples). The system will create an invoice for samples stored during the specified date range, and bill for retrieval charge if samples were removed during that time.

**VII. SPECIAL NOTES**

- A. Refer to SOP 225 Specimen processing and collection for test stability at different temperatures. Some tests are only viable if stored at -80.

**VIII. REFERENCES**

1. Brigham and women's Hospital Clinical Laboratory Manual 2009
2. Tietz, Norbert W., Clinical Guide to Laboratory Test, 1990, W.B. Saunders Company, Philadelphia, PA.
3. National Committee for Clinical Laboratory Standards, NCCLS Procedure Manual Template, 1993, Villanova, PA