



CANCOV STUDY Research Blood Collection Standard Operating Process

CLINICAL/COORDINATOR PROCESS

1. PRIOR TO COLLECTION

CANCOV research staff will have blood collection kits on hand. Kits are supplied by UHN and should be ordered when running low.

Each kit will contain:

Kit Contents	Product Code	
CANCOV Blood collection requisition		
Red Top vacutainer- no additives 6 ml	BD 367815	5 Cryovials for red top tubes + cryovial labels
CPT Tuber 9 ml v 2	BD 362761	10 cryovials for blue top tube + cryovial labels
CFT Tubes 8 III x 2		Collection of plasma + PBMCs
Green top (heparin) vacutainer 4.5 ml	BD 367962	4 cryovials for green top tube + cryovial labels
	BD 366448	6 cryovials clear top tubes + cryovials labels
P100 8.5ml + Tube Label		Collection of serum + buffy coat layers
Purple top (EDTA) 3ml + Tube Label	BD 367856	
Paxgene 2.5 ml + Tube label	762165	2 biohazard bags

A. Completing documentation before collection

The study coordinator will complete a blood collection requisition (example attached) and complete the study labels as below. Labels should NOT be affixed to the tubes by the coordinator.

CANCOV Pt ID:	Completed by study coordinator This should be the patient ID generated by the CANCOV REDCap system (site number - patient number)
Visit	Completed by study coordinator
	This should be as close as possible to the visit time point
Date Drawn:	Completed by study coordinator/phlebotomist
	Spell out month (eg 11Aug20)
Time Drawn:AM / PM	Completed by study coordinator/phlebotomist
	E.g. 2:22pm
Mon/Yr Birth:	Completed by study coordinator
	e.g. 02/1973
SEX: M F	Completed by study coordinator
	Circle appropriate choice

B. Coordinating phlebotomy (options to be finalized below – depending on site specific process):

HOSPITALIZED PATIENT OPTIONS (to be finalized with SITE staff and lab staff:

1. Communicate with the lab staff (email/phone) to coordinate research blood collection at the same time as phlebotomy for clinical collection. ALLOW AS MUCH TIME AS POSSIBLE FOR LAB STAFF TO COORDINATE COLLECTION. The blood collection kit + requisition will be given to the phlebotomist at

GENERAL_blood collection + process_draft





the time they arrive on the ward for blood collection (either by the coordinator if they are on site, or left at the nurses' station).

OR 2. The study coordinator will arrange for phlebotomy to be done without lab phlebotomy services.

- a. The coordinator will complete the requisition and tube labels,
- b. Will affix tube labels to the full vacutainers.

c. Deliver the research blood samples with completed blood requisition and tubes labelled to processing lab for processing (location to be determined) as soon as bloods collected.

OR 3. Any other site process to be determined

NON-HOSPITALIZED/DISCHARGED PARTICIPANTS

1. The study coordinator will escort the patient to the blood collection bay with the blood collection kit. Labels should be partially completed and put back into the collection kit (do not affix to tubes – the lab will do this)

2. BLOOD COLLECTION:

Collect blood in tubes in the following order:

Tube type	Volume	Instructions
Red Top	6 ml	Mix gentle inversion 8-10x
CPT x 2	8 ml	Mix gentle inversion 8-10x
Green top	4.5 ml	Mix gentle inversion 8-10x
Purple top EDTA	3 ml	Mix gentle inversion 8-10x
P100	8.5ml	Mix gentle inversion 8-10x
Paxgene	2.5 ml	Mix gentle inversion 8-10x

Complete the time/date of blood draw on the tube label and requisition.





LABORATORY PROCESSING OF RESEARCH BLOOD SAMPLES:

Some tubes are aliquoted and frozen immediately, and some vacutainer tubes are returned whole to UHN. Below is the standard operating procedure for collection and processing of each blood sample.

3. BLOOD PROCESSING FOR VACUTAINER TUBES RETURNED WHOLE (not aliquoted)

Affix label to each tube as specified below, and record time put in refrigerator on requisition and bag label.

Tube Type	Time placed in -20° freezer	Processing requirements Blood samples should be processed within 1 hour of blood collection	Correct placement of labels on tubes
Purple top		Label and place in -20 freezer	
(EDTA)		Please label as demonstrated in picture.	
Davraana		Label and place in -20 freezer Please label tube as demonstrated in picture. Do not cover tube type.	CANCOV RID: Viat Date Dram: Time Dram: Mon/Yr Bith:

Place tubes in freezer storage box and store at -20 until box is full. Once full transfer box to -80 for longer term storage.

4. BLOOD PROCESSING FOR TUBES THAT ARE ALIQUOTED THEN STORED IN -20 FREEZER:

Complete all information on the cryovials labels as above:





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Tube Type	Time placed in -80° freezer	Processing requirements Blood samples should be processed within 1 hour of blood collection	Correct placement of label on cryovials
Red Top - no additives		Centrifuge at 3000 PRM for 10 minutes. Use the red top colour coded cryovials to aliquot serum layer into 500 ul/aliquots (6-8 aliquots) Put 1 label on each cryovials so that all writing is legible	
Light blue Top (citrate)		Centrifuge at 3000 PRM for 10 minutes. Use the blue top colour coded cryovials to aliquot plasma into 500 ul/aliquot (4-5 aliquots) Put 1 label on each cryovials so that all writing is legible	CANCOV Pt ID: Visit Date Drawn: Time Drawn:
Green Top heparin		Centrifuge at 3000 PRM for 10 minutes. Use the green top colour coded cryovials to aliquot plasma into 500ul/aliquot (4-5 aliquots) Put 1 label on each cryovials so that all writing is legible	Mon/Yr Birth:
CPT 2x 8ml		Follow separate SOP attached	
P100 8ml		Follow separate SOP attached	

Store samples in -80° freezer. Batch shipments to UHN will be arranged every few months, as required.

Use a spreadsheet (or any other database you prefer) to record location of each aliquot in the storage box. We can supply you with a template if you like.

Question and comments to:

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CANCOV BLOOD COLLECTION REQUISITION/DOCUMENTATION

Site ID	Patient ID Number		
Date of Birth (YYYYMM)	Sex		
Date Collected (YYYYMMDD)	Time Collected (HH:MM)		
Blood Collection Time Point Hospitalized Patients:	1		
ICU collection post admission:			
🗆 Day 1 🔹 Day 3 🔷 Day 7 👘 7-days pos	y 3 🛛 Day 7 🖓 7-days post ICU discharge		
Non-ICU collection:			
□ Admission □ 7 days post admission/discharge (whichever is 1 st)			
Blood collection Time Point Post-discharge			
□ 1 month □ 3 months □ 6 months □12 months			
Blood Collection Time Point Non-hospitalized Cohort			
During infectious periods: Day 1 (baseline, day 1 of first symptom onset) Day 7			
Post Infectious samples: \Box 1 month \Box 3 months \Box 6 months \Box 12 months			