1.0 Purpose
The purpose of SOP 2.1 is to describe in detail what actions are to be taken for tissue and/or blood or any other human sample collection for Wicha lab.

2.0 Scope
SOP 2.1 is intended to cover all resources, personnel and equipment in the BCR laboratory.

3.0 Procedure
3.1 On Friday afternoon (or sometimes Monday morning), Wicha lab will receive an e-mail from Scherlyna Comer, or someone else from the surgery office, about Breast Reduction surgeries for the following week at both University Hospital (UH) and East Medical Center-Ann Arbor (EAA) sites. Monday morning, Wicha lab will reply with an e-mail, including Deb Postiff, Jackie Barikdar, Misty Wideman and Tiffany Vail in UH and EAA Pathology, to indicate patient samples the Wicha Lab intends to collect that week (on average about 1-2 cases per week) and will e-mail Unity Lab Services at NCRCLabServices@umich.edu to let them know to expect these cases for pick-up that week (Unity Lab Service hours are Mon-Fri 7:30am until 4:30 pm, so the last pickup must be before 4 pm). For each surgery, there will be an estimated time as to when tissue will be available, but note that there are multiple factors and exact times cannot be predicted. This information can be provided to the courier personnel.

- For blood samples, from normal/healthy participants and/or breast cancer patients, an e-mail will be generated either the day of or day before pick up is needed from UMHS. Please note that there are times when sample collection is not predictable.
- Also for tumor tissue, including lung and breast tumor tissue, lab may be notified the day before or the day of for pickup from UMHS. The tissue will be placed in media (RPMI) usually in a 15 mL conical tube, and is picked up from UH Path. No need to transport on ice but must be placed in the fridge immediately upon arrival to the lab/Tahra in 333S.
- For fixed xenograft tissue (human tissue implanted into and removed from mice) to go to histology and picked up when ready, the courier service can be notified with as much time in advance as they prefer. The pick-up and drop-off location will be on the cart outside Shawn and Tahra’s office 333S in B26.

3.2 UMHS posts a weekly OR schedule online at (https://orschedule.med.umich.edu:447/) so Wicha lab staff can check the status of the surgery (i.e. if it has started, is on time, etc).

3.3 Pathology will call the lab once the breast reduction tissue sample is available for pick up. If Pathology finds pre-malignant cells in the tissue sample during their grossing, we will not be able to collect this tissue. At this time, Wicha lab will e-mail Unity Lab Services/Courier team at

- For blood samples, Jill Hayden will call Wicha lab when sample is ready for pick-up and to arrange where to pick up the sample at UMHS (walk it out in front of CC/circle drive). Her number is 734-936-8349.

3.4 Bring the Wicha Lab Tissue Contact Card when procuring tissue so if any problems/concerns arise, relevant contact information is available. When picking up tissues from EAA, bring the tissue cooler (red igloo cooler in B026 NCRC room 314S) for discrete transportation of the tissues as well as a few extra white tissue containers (containers should be empty, previously sterilized with ethanol and labeled “Wicha Lab Sterile Container”) located in Wicha lab. At UMHS CC, for blood, patients are consented and blood is drawn into blood collection tubes. After 30 minutes, all samples are placed on ice and transported via personal carrier (NCRC courier personnel) directly to the Wicha lab for analysis. Blood samples may be kept on ice for up to 4 hours before transportation to the
lab. **NOTE:** Please note that all human samples have the potential to contain BBP (Blood Borne Pathogens). While every attempt is made to examine patient health histories prior to collection, there are some samples collected where no history is available prior to collection or the patient’s health history is incomplete/inaccurate. Every sample is therefore treated has a potentially hazardous material and all precautions (including, but not limited to PPE – personal protective equipment) are taken to protect the health and safety of the lab personnel, as well as the community.

3.5 EAA is located at **4260 Plymouth Rd, Ann Arbor MI 48105.** Exit NCRC and take Plymouth Rd. east until you see US23. Continue on Plymouth Rd, turn right onto Kiefer Rd. Enter the building on the east side entrance (the farthest door to the left when facing EAA). Follow the green ribbon on the floor past two sets of double doors, to the left at the end of the hallway is the Tissue Pick Up area- you will see a stainless steel table with a bin labeled “Wicha lab” and the window to pick up tissue is right behind that on the left. Give the pathology assistant (behind the window) any new extra tissue containers that you have brought for future samples and transfer the containers of fresh tissue to the cooler.

3.6 For UMHS pickup, if you have a Business Vehicle Pass you may park in lots M13 and M15.

- Lot M13 is located in between the Med Inn Building and the Cardiovascular Center. You can reach this lot by following East Medical Center Drive around to the south side of the Medical Campus. Just past the future site for the Children’s Hospital is E. Hospital Drive. Turn right into here, followed by a left onto Simpson Circle Drive. This curves to the right and will end at Lot M13. There are two 24-hour Business Vehicle parking spots here you may park in.
  - **Do not park in the two hour spots!**
- Lot M15 is the Cancer Center Parking Structure. At the front of the Cancer Center is the Patient Parking structure entrance. Enter here and present your Business Vehicle Pass to the attendant at the booth. They will check and verify that you have a valid Business Vehicle Pass. Pull a parking ticket and park your vehicle. When leaving, be sure to present the attendant with both your ticket and your Business Vehicle Pass. No charge will be assessed.

3.7 Beginning 9/6/09 EAA will perform pathologic examinations on site. Therefore, tissue procured from EAA can be brought directly back to Wicha lab, unless otherwise stated by EAA staff if they do not have a Pathology Assistant on site that day to gross the tissue, in which tissue will then need to be taken to UH Pathology for grossing before being brought back to Wicha lab. The following directions apply ONLY if Deb or Misty provide instruction that a given tissue must be brought to UH Pathology:

- If coming from Lot M15, to get to UH Pathology suite near the OR (Main Hospital-UH1D354) enter the Cancer Center on Level 7 via parking structure ramp. Follow the “To Hospital” signs. When you enter UH, you will see a large set of doors on your right hand side with a “West Escalators to Floors 1 & B1” Take the escalators down to **Floor 1.** Go through the double doors back into the hospital and you will be in the main corridor of UH Floor 1. You will pass another set of doors on the right (also leading to the same escalators you just came from) and directly across the corridor is another hallway. Turn left into this hallway. At the end of the hallway you should see the Department of Anesthesiology. Follow the curve around the hall. You will pass two drinking fountains. Turn left at the hallway immediately after the second drinking fountain. Pathology will be located on the right hand side. The room is labeled “Frozen Section Lab.”
- If coming from Lot M13, the entrance to the hospital across from the Cardiovascular Center will take you directly to the first floor. Follow the directions as described above starting from the bolded Floor 1.
3.8 Total time from obtaining the tissue from the Pathology to returning the sample to the lab, is approximately 30 minutes. Immediately store at 4°C in small brown tissue fridge in Wicha lab B026 NCRC 314S. When possible, immediately process tissue. Unsuitable samples may be used for training purposes.

3.9 Store unused tissue samples at -20°C until OSEH arrives for disposal.

3.10 Call OSEH Haz Mat for disposal at 3-4568 once 3-5 unused tissues are available.

3.11 Both human and mouse tissue samples (xenografts) are transported from the Wicha lab to either the ULAM Histology Core (018 Animal Research Facility) or the Comprehensive Cancer Center Histology Core (3411 of the Cancer Center) for processing. Prior to submission, Wicha lab personnel fix all tissue (paraformaldehyde). Samples are submitted as fixed in 70% ethanol for histological processing. Completed blocks/slides/sections are then transported back to the Wicha Lab as paraffin embedded or on slides, for analysis, once histology core contacts the lab that they are ready for pick-up, usually about a week or so after submitted/taken to histology core.

3.12 Potentially needed: Transport human breast cancer tissue from Karmanos to Wicha lab. Karmanos will contact Wicha lab with cases coming up the following week, which Wicha lab can communicate to Courier service. Tissue will need to be picked up on ice from Karmanos and brought back to Wicha lab. In some instances, it can be arranged for Karmanos staff to meet UM staff halfway for tissue transfer.

4.0 Applicable References
4.1 Wicha Lab Tissue Contact Card: (available in the further references section)

5.0 Change Description

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