

# BRISTOL BIORESOURCE LABORATORIES CONDITIONS OF SERVICE: SAMPLE SELECTION

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## Introduction

This document sets out the requirements of the Bristol Bioresource Laboratories (BBL) when samples are to be retrieved from the biorepository. As individual sample selection requests may have particular requirements not within the scope of this document it is important that the BBL are contacted as soon as possible to discuss the service required.

## Research governance

Samples will only be retrieved from the biorepository if the following is in place

- Sample retrieval and analysis has been approved by the study through the appropriate route
- Appropriate ethical approval is in place for the planned analysis
- Appropriate consent is in place for the planned analysis
- MTA/contract is in place between the study institute and the sample recipient institute and a copy sent to the BBL
- Funding has been secured for the retrieval of samples from the biorepository
- Completion of the sample selection form  
[https://sscm.onlinesurveys.ac.uk/bbl\\_sample\\_selection\\_request](https://sscm.onlinesurveys.ac.uk/bbl_sample_selection_request)

N.B. If samples are HTA relevant material please contact the HTA Designated Individual OR Person Designate as soon as possible, [bbl-info@bristol.ac.uk](mailto:bbl-info@bristol.ac.uk). For samples other than those from the ALSPAC cohort it is not the responsibility of BBL to ensure that relevant approvals or contracts are in place.

## Sample manifests

For certain sample selections the study may need to supply a sample manifest to BBL. Manifests should contain a unique 'sample ID', 'barcode' and 'sample type' as a minimum. However further information may be required by BBL which will be agreed upon on a case by case basis, for example:

- sample ID
  - to be labelled as `sample_id`
- barcode
  - to be labelled as `barcode`
- sample type
  - to be labelled as `sample_type`
- date
  - this is the date the sample was collected
  - to be formatted in separate columns as
    - 'day\_taken' (2 digit number e.g. 01)
    - 'month\_taken' (2 digit number e.g. 01)
    - 'year\_taken' (4 digit number e.g. 2001)
- box ID
  - to be labelled as `box_id`
- well
  - this is the location of the sample in a box (e.g. 'A01')

For analytical and health and safety reasons BBL may be required to send information regarding the date samples were collected to receiving laboratories. Please contact BBL if there could be any issues with providing this information.

### Data formatting

All fields must be provided with a field name in a practical machine readable format

- All lowercase
- No non-alphanumeric characters other than `_` (underscore), e.g. `date_received_consent`

### Data files

- Data should be provided in .csv format, with the field names as a header row
- Manifests must be sent via email as AES256 encrypted zip files, with a password exchanged via telephone or an alternative email address. Please contact BBL if there will be difficulties in doing this.

### Timeframe

A provisional date for shipping samples will be agreed between the BBL and the investigator. This date is subject to change and will be dependent on MTA/contract set up times and BBL receiving all requested information.

### Costs

The picking and shipping of samples by the BBL will incur a cost which will be dependent on sample number, sample type, whether any specific organising/plating of samples is required, and destination of samples. Costs will also be incurred if samples are to be returned to BBL following analysis. Where additional work has had to be undertaken by BBL as the conditions of service were not met there may be further costs. Samples will not be shipped until finance arrangements are in place.

### Sample shipment

BBL arranged shipment will be through a University of Bristol approved courier. Samples will be transported according to the relevant legislation for the sample type and integrity of the samples will be maintained.

### Sample return

If, following analysis, remaining samples are to be returned to BBL the following conditions must be adhered to

- Costs for sample return, including BBL handling costs, to be discussed with BBL before shipment
- Shipping date to be agreed by both the analysing lab and BBL
- Returning sample manifest received by BBL
  - to include returning sample volume
  - other metadata may be requested by BBL
- If samples are re-aliquoted the size of the new tube MUST be agreed with BBL in advance
- If sample re-aliquoted into a different tube this must be labelled as below
  - all labels must be barcoded
  - all samples to be labelled with the unique identifier which was on the original tube
  - all labels must be resilient to long term cold storage
  - all labels must be able to withstand freezing and printed using ink that is not water soluble
  - labels must not contain any personal identifiable data
- BBL must be given the history of how samples were stored from receipt to return (e.g. - 20/80/room temperature for x period of time)

Please email any queries to 'BBL-info@bristol.ac.uk'