

UW ICTR Clinical Research Unit (CRU) OUTPATIENT Sample Processing Guide

CRU is a core area of the UW-Madison Institute for Clinical and Translational Research (ICTR), funded by an NIH grant.

Overview of CRU OUTPATIENT Sample Collection and Processing Charges

Acquisition

- **BLOOD: Blood draw/venipuncture (1 charge per time point)**
- **Cerebrospinal Fluid (CSF): Lumbar Puncture (LP) charge**
- **URINE: No collection charge**

Processing





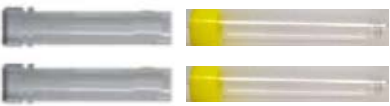





Defined as: Performing a procedure (e.g. centrifuging, vortexing, aliquoting, etc.)

Placing the collection vehicle in a refrigerator/freezer or inverting a tube does not generate a processing charge.


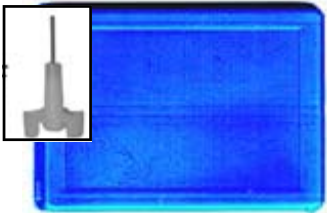





- **One charge per tube/collection container processed (if additional or especially complex processing is required, then more processing charges will apply).**

NOTE: This guide is intended to provide direction for study teams during budget development. Some of the more common scenarios are listed, but it is by no means a complete list. Please contact the CRU Protocol Team or Protocol Manager if further assistance or clarification is needed.



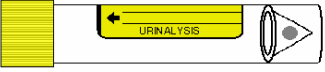
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Blood Draw Tube	Transfer Tube	Processing	CRU Processing Charge
	None	Send immediately to UWHC labs for processing.	No processing charge.
		Gently invert 5 times. Allow tube to clot for 30 minutes. Centrifuge 15 minutes. Transfer the serum equally into cryovials. Freeze at -20°C or colder.	1 processing charge (1 draw tube processed).
		Gently invert 5 times. Allow to clot for 30 minutes. Centrifuge 15 minutes. Transfer the serum equally into the 4 cryovials. Freeze yellow cap tubes at -20°C or colder. Store remaining 2 cryovials ambient.	1 processing charge (1 draw tube processed).
		Gently invert 8 to 10 times. Centrifuge 15 minutes. Transfer all the plasma into the 5 mL plastic vial. Freeze at -20°C .	1 processing charge (1 draw tube processed).
	None	Gently invert 5 times. Allow sample to clot for 30 min. Centrifuge 15 minutes within 1 hour of collection.	1 processing charge (1 draw tube processed), even though sample remains in draw tube.
		Gently invert 5-6 times. Place samples on wet ice up to 30 minutes. Centrifuge for 10 minutes at 4°C . Place samples back on wet ice. Transfer all plasma into the two transfer tubes. Freeze immediately in -70°C or colder freezer.	3 processing charges (3 draw tubes processed).





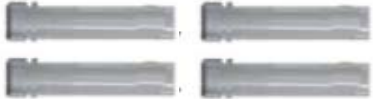
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Blood Draw Tube	Transfer Tube	Processing	CRU Processing Charge
		Draw whole blood samples last. Gently invert 8-10 times. Make blood smears using the Diff-Safe dispenser. Make two slides. Allow to air dry and place in blue slide mailer. Remove the Diff-Safe from the tube. Save tube with slides for shipping.	1 processing charge (1 draw tube processed).
		Centrifuge within 30 minutes. Spin at 3000 rpm for 5 minutes at 4°C. Transfer 0.5mL plasma into each of 2 tubes containing acid. Cap tubes and vortex to mix contents until dissolved. Freeze at -80°C.	3 processing charges (1 draw tube and 2 tubes—each centrifuged or vortexed).
	None	The tube must be kept upright for 2 hours at room temperature before freezing. Then place upright in a -20°C freezer.	No processing charge.
		Invert the tube several times. Centrifuge at 3500rpm for 10min at 4°C. Load 1mL of plasma each into two Centrifree Micropartition Devices. Keep the remaining plasma and transfer into one cryovial. Centrifuge ultrafiltrate devices at 4000rpm for 30min at 4°C. Aliquot ultrafiltrated plasma into 2 cryovials (one each) and store at -80°C.	3 processing charges (1 draw tube and 2 centrifuged centrifree micropartition devices).

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Urine Collection	Transfer Tube	Processing	CRU Processing Charge
Collect a mid-stream urine sample. 	<p style="text-align: center;">None</p>	Send to UWHC labs for processing.	No processing charge.
Collect a mid-stream urine sample. 		Aliquot 10mL into yellow-top tube and freeze at -80°C .	1 processing charge.

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Other Samples	Transfer Tube	Processing	CRU Processing Charge
<p>Lumbar Puncture collection of CSF into syringes first.</p> 		<p>1mL drawn & discarded. 1 mL drawn & sent to UWHC lab. 5mL drawn into each of 4 syringes and combined into 30mL tube. Gently mix. Centrifuge for 10 minutes @ 4° C.</p> <p>Pipette off all except the sediment & put into new 30mL polypropylene tube. Invert gently to mix Aliquot all available CSF in 0.5mL aliquots into (40) 1.5mL green microcentrifuge tubes Store in -80° freezer.</p>	<p>4 processing charges (4 syringes processed).</p>
<p>Nasal Swab Procedure performed, collecting sample on cotton swab.</p>		<p>Smear nasal mucus on a glass slide. Allow to dry and place in a holder. Send holder containing slide to UWHC lab.</p>	<p>1 processing charge.</p>
<p>Nasal Wash Procedure performed, collecting sample in petri dish.</p> 		<p>Vortex for 30 seconds. Aliquot into 3.6mL cryovial and send to UWHC Lab. REVORTEX the remaining Nasal Wash Solution & save 1mL into a second cryovial. Revortex and obtain 2 additional aliquots (Must re-vortex prior to each aliquot), for a total of 3 cryovials to be stored in -80° freezer.</p>	<p>4 processing charges (original sample vortexed, and 3 additional cryovials vortexed).</p>