# Revision changes

N.A.

# 1. Goal

To describe how EDTA plasma for free DNA must be prepared and stored for the purposes of the Radboud Biobank, so that:

1. Potential users know how the biomaterial has been handled.
2. The laboratory preparing the biomaterial for storage knows the minimal requirements for the handling of it.

## 1.1 Scope of application

This procerdure is applicable to all employees concerned at the Radboud Biobank and the Radboud Laboratory for Diagnostics.

# 2. Protocol EDTA plasma for free DNA

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| --- | --- |
| **Collection** |  |
| Delivery | In collection tube. |
| Type of tube | Standard 10 ml tube EDTA K2E, without gel, without protease inhibitors.  BD tube 367525 or equivalent. |
| Temperature | Keep the tube at room temperature until prepared for storage. |
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| **Preparation** |  |
| Time til freezing | Prepare and freeze the collected blood as soon as possible, at the latest **within** **2 hours after collection.** This requires the blood to be delivered to the laboratory **within 30 minutes**. |
| Centrifuge | g-force: 2000g.  Time: 10 minutes.  Temperature: Room temperature. |
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| **Storage** |  |
| Register | Register the 5 ml tube in the biobank mamagement system and attach a cryovial label. |
| Aliquotation | Transfer supernatant to one 5 ml tube. |
| Type of tube | 5 ml polypropylene tube with screw-top.  Eppendorf No. 0030122305, Axygen 14222650 or equivalent. |
| Temperature | -80°C |
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| **Miscellaneous** |  |
| Deviations | Note all deviations from this procedure in the biobank mamagement system. |

# 3. Quality assurance

Review takes place via an internal audit (see the audit plan).

## 3.1 Performance indicator

95% of the relevant samples have been prepared and stored within the parameters of this procedure.

## 4. Comments

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# 5. Relevant documents

Qdocs, literature, legislation and codes of conduct, website etc.

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| **link** | **Titel** |
| [Qdoc 045014](http://qportaal.umcn.nl/iProva/iDocument/?DocumentID=ea863439-a10f-4922-b285-9c8666a213f8) | Radboud Biobank voorschrift RLD (NB alleen bestemd voor medewerkers RLD) |
| [Bio-14790](https://dms.umcn.nl/afdelingen/biobank/_layouts/15/DocIdRedir.aspx?ID=Bio-14790) | Monstermanagement RLD t.b.v. Radboud Biobank |