

GLNE007 Detailed Stool Cancer Kit Breakdown

1. Open UPS pouch and inspect contents to make sure everything is there/ nothing spilled. Kit should include:
 - a. 1 Paper stool collection form
 - b. 4 white-cap tubes with native stool – these should be packaged between the ice packs inside the silver insulated shipping pouch. If they are not between the ice packs or the ice packs are not cool, make a note in VSIMS when you enter the native stool “received at room temp”
 - c. 1 Fit
 - d. 1 Precision container with stool and buffer
2. Store native stool at -80
 - a. Take native stool tubes to the hood and wipe down the outsides with a paper towel moistened with 10% bleach solution
 - b. Bring them to the biohazard computer
 - c. Go to VSIMS (<http://www.compass.fhcrc.org/vsims/>) and log in. Select GLNE007 from the protocol list
 - d. Click Specimens > click here for options > specimen entry / update > specimen entry / update > native stool
 - e. Enter the kit number from the paper forms. Fill out the questions by referring to the collection form (If any information is missing from the form, make an Issue Tracking by going to VSIMS home>>Issue Tracking>>Inquiry to Study Coordinator.), then click submit. Choose Freezer 1 from the freezer list. Choose current rack from the list. Check that the specimens just created autopopulate in the proper place within the rack. If the rack is full, get an empty one from the proper box (native) on the shelf above the bench. Scan it to identify it from the list and choose it. Click submit
 - f. Place the native stool tubes into the box in number order with 1 at the top and quickly replace the box in Freezer 1 on the 4th shelf.
 - g. Fill out paper stool collection form
3. Scan FITs into VSIMS
 - a. Take the FIT to the biohazard computer. Select FIT1 from the specimen entry/update list
 - b. Look at the label on the FITs and make sure the number in VSIMS matches
 - c. Fill out the form and submit
 - d. Select FIT2 from the specimen entry/update list (when arrives)
 - e. Look at the number on the second FIT and make sure it matches what’s in VSIMS
 - f. Fill out the form by referring to the FIT2 collection form and submit
 - g. Place both FITs in the refrigerator near the yellow flammable cabinet in the white box marked Kirk
4. Process Precision container slurry
 - a. Inside the hood, zero scale and weigh Precision container. Refer to Precision Container Buffer Additions chart
 - b. If weight is more than 86.5g, carefully remove some stool using wooden sticks. Try not to remove any buffer. Reweigh container
 - c. Add the required amount of extra TEN2 buffer. Use the graduated cylinders found inside the hood for this
 - d. Make sure both caps are on tightly and place inside the white bucket with foam filling, then place the Shake vigorously for 3-minutes.
 - e. Get out 4 5ml slurry tubes (one from slurry #1 box-slurry #4 box) and 4 blue caps from the shelf above the bench and put them in the rack in the hood
 - f. Get out a 5ml serological pipet from the drawer below the bench and cut the very end off with the dog nail clippers. Take it to the hood and attach to autopipettor. Prop up so as not to contaminate the pipet
 - g. When paint shaker is done, take the Precision container back to the hood. Open the top lid and use serological pipet to aliquot 5ml into each blue-cap tube. Cap them tightly

- h. Bring the blue-cap tubes to the biohazard computer. In VSIMS, select processed stool from the specimen entry/update list
 - i. Fill out the form
 - j. Scan in the blue-cap tubes into the specimen fields in numerical order. Click submit.
 - k. Choose Freezer 1 from the freezer list. Choose current rack from the list. Check that the specimens just created autopopulate in the proper place within the rack. If the rack is full, get an empty one from the proper box (slurry) on the shelf above the bench. Scan it to identify it from the list and choose it. Click submit
 - l. Place blue-cap tubes into the box in numerical order with 1 at the top and quickly replace in Freezer 1 on the 4th shelf
5. File the paper collection forms
- a. Make sure all areas of stool collection form and FIT2 form are filled out
 - b. Get shipping documents from the pocket on the front of the shipping pouch. Place them into a plastic 3-ring binder sleeve (Do not touch this with gloves) behind stool collection form
 - c. Place the FIT2 form into a separate 3-ring binder sleeve, being careful not to touch the sleeve with gloves if at all possible
 - d. Place the stool collection form into the GLNE007 Collection Forms binder and FIT2 form into the GLNE007 FIT2 Forms binder.
6. Clean up
- a. Place anything contaminated with stool from inside the hood (Precision container, wooden sticks, biohazard bags, absorbent pad, etc.) in biohazard fiber drum
 - b. Disinfect any surfaces where stool may have been with 10% bleach solution
 - c. Replace absorbent pads on bench if necessary
 - d. Clean ice packs and silver insulated shipping pouch inside and out carefully with 10% bleach solution. Place them into the box under the bench to be reused
 - e. Throw the outer shipping pouch and any leftover absorbent material in biohazard trash bucket