CDCB Genotyping Laboratory

**Standard Operating Procedures (SOPs)**

Version: Date of request:

# identification

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| --- | --- |
| Organization: |  |
| Address: |  |
| Website: |  |
| Contact person: |  |
| Email: |  |
| Phone: |  |

# Introduction

[*Background information*]

# Purpose

The purpose of the SOPs is to provide [*Organization name*] staff with descriptive methods for conducting the genotyping process and submission of genotypic information to CDCB and provide a detailed description of each process in sequential order. This document also serves to meet the CDCB quality certification requirements for genotyping laboratories.

# Scope

[*The scope of the SOP identifies who needs to follow the procedure and what the procedure covers. Please specifically indicate the genotyping technology used in this section.*]

# definitions

[*Glossary to define any words, acronyms or abbreviations, which are used in the procedure that the readers may not fully comprehend.*]

# References

[*All other SOPs, documents, or government publications that are directly referenced in the SOP must be listed in this section*.]

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| SOP # 01 | STANDARD OPERATING PROCEDURES FOR SAMPLE MANAGEMENT |
| Purpose: |  |
| General Principles: |  |
| Roles and responsibilities: |  |
| Procedures for sample reception: | *Briefly describe actions in place to manage incoming samples and ensure sample identification.* |
| Procedures for sample storage: | *Briefly describe the protocol to store samples (different sample types) and for how long. Can your Lab management software include information on where/how samples are stored? Do you use alternative software to this end?* |
| Procedures for sample preparation: | *Briefly describe actions taken to prepare samples prior to DNA extraction and how you maintain traceability.* |
| Metrics used to assess the outcome of the procedures: |  |

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| SOP # 02 | STANDARD OPERATING PROCEDURES FOR DNA ANALYSIS |
| Purpose: |  |
| General Principles: |  |
| Roles and responsibilities: |  |
| Procedures for DNA extraction: | *Provide a general description of operations for DNA extraction.* |
| Procedures for DNA analysis: | *Provide a general description of operations for DNA analysis.* |
| Procedures for SNP calling: | *Provide a general description of operations for SNP calling. Do you use standard illumine clustering files? Do you perform re-clustering?*  *For Genotyping Laboratories using Affymetrix technology: is the laboratory using specific prior files to call the SNPs?* |
| Metrics used to assess the outcome of the procedures: |  |

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| SOP # 03 | STANDARD OPERATING PROCEDURES FOR DATA MANAGEMENT AND EXCHANGE WITH CDCB |
| Purpose: |  |
| General Principles: |  |
| Roles and responsibilities: |  |
| Procedures for SNP data submission: | *Provide a description of operations from SNP calling to data submission to CDCB. Include actions taken to provide the standard formats required by CDCB.* |
| Procedures for retrieving historical data: | *Provide a description of what files (if) you store for recovery of previously analyzed samples. For how long do you store these files?* |
| Procedures for data acceptance: | *Provide a description of operations undertaken to ensure good interaction with CDCB infrastructure. Do you have internal SOP to handle conflicts reported by CDCB? (if you do, please provide them). Is your staff aware of the content of each of the files produced by CDCB?* |
| Metrics used to assess the outcome of the procedures: |  |