



## **Sample Acceptance Policy**

### **1. Purpose**

- a. This policy outlines the minimum sample acceptance criteria for the Massachusetts Eye and Ear Diagnostic Genetic Laboratory located within the OGI Genomics Core.
- b. All laboratory personnel must adhere to this policy when receiving samples.
- c. Samples not meeting these criteria will be rejected and will not be processed.

### **2. Types of Samples Accepted**

- a. The laboratory will accept whole blood and buccal swabs specimens for nucleic acid extractions and sample processing. Any other specimen type will be rejected, as the laboratory does not have validated methods to test other specimen types.

### **3. General Sample Acceptance Criteria**

- a. Sample containers or tubes must be intact upon arrival. Samples that arrived in broken or leaking containers or tubes will be rejected.
- b. Unlabeled or mislabeled specimens will be rejected.
- c. If a sample fails to meet the general or sample-specific acceptance criteria, re-collection of the sample will be requested and attempted if possible.

### **4. Acceptance Criteria for Blood Samples**

- a. Samples must be collected in an unexpired, purple-top vacutainer tube containing EDTA for DNA extractions or a PAX tube for RNA extractions. Blood samples collected in tubes that have expired and/or contain anticoagulants other than EDTA will be rejected.
- b. Samples for serum or plasma extraction must be collected in an unexpired, red-top vacutainer tube containing no anticoagulants. Blood samples collected in tubes that have expired and/or contain anticoagulants will be rejected.
- c. A minimum of 4 mL of blood must be received by the laboratory or the sample will be rejected.
- d. Samples must be shipped overnight at room temperature, tubes must not be frozen or they will be rejected.
- e. Samples for DNA extraction must not be clotted. Clotted samples will be rejected.
- f. Samples for RNA extraction must be received by the laboratory within 8 hours of collection or the sample will be rejected.
- g. Samples for serum or plasma extraction must be received by the laboratory within 1 hour of collection or the sample will be rejected.