

## HLA Typing

### A. Shipment of Samples to Roche Molecular Laboratory

Samples are sent to Roche for HLA typing every 2 weeks in batches that include boxes of 81 samples. The samples are shipped via the overnight Federal Express service. These batches include samples from infants born at St. Joseph's Hospital (NEC's and NOC's), children enrolled as part of the sibling-offspring cohort (SOC's), family members of children enrolled in follow-up, quality control samples, and resends.

#### Preparation of Samples:

- 1) The Roche shipping or tracking sheets are placed in a plastic bag and rubber banded on top of the labeled Roche box. The tracking sheets are print-outs from the Excel file where the tubes are recorded as they are placed into the boxes by DAISY ID and initials of: NEC/NOC subjects recruited from St. Joe's, SOC subjects who we are missing an HLA type on, family members of DAISY subjects, as well as Roche QC's and resends. An example of where one could find an Excel Roche tracking sheet would be: L:\Roche → Roche Sets 2003 → Batch01\_21\_03Box1.
- 2) The lab personnel are responsible for checking and comparing the tracking sheet with the tubes in the Roche boxes to be sent before shipping. After the checking is finished and any discrepancies are fixed, fill out the 'Date Sent,' 'Date Checked,' 'Box #,' and 'n=' in the top portion of the electronic copy of the tracking sheet and then print out a final copy.
- 3) Once the tracking sheets for the shipment are checked and printed, inform Lisa Emery so that she can email a copy of the tracking sheets to Roche.
- 4) Obtain the 'Request for Shipment' form located in the files in the lab and fill out the:
  - Roche address
  - Speed type number
  - Date of shipping
  - Indicate 'FED EX box' and 'overnight' in the portion for description
  - Signature and name of person doing the shipment
- 5) Place Roche boxes along with the tracking sheet in a shipping box along with a few ice gel bricks. Place shredded paper in between boxes to prevent the boxes from bouncing around. Tape the box closed and place the 'Request for Shipment' form on top of the box, taping the top half to the box. Drop the box off in Shipping Services located in the basement of the University Hospital.