

ENROLLMENT

D. Lab Request – Roche Confirmation

An HLA confirmation sample is sent to Roche for all NECs and NOCs who enroll in the study. This is to verify their HLA status.

List of Samples to Send

Whole blood samples for newly enrolled NECs and NOCs should be sent to Roche Laboratories about once/month. To obtain a list of samples that need to be pulled and sent, open the database at *L:\daisy\CordBloodAndRocheConfirmation*.

Press the “*Confirmation Needed*” button on the Roche Confirmation Menu. This button runs *mcrSwitchCbMain.pull*, which will add the ID numbers of all newly enrolled NECs, NOCs and CNECs to *tblCordBloodAntibodies*. It will then generate a printed list of samples to be pulled and sent. The list includes the ID, name, HLA type, and WB-box number in which the samples are stored.

Processing Samples

Using the list generated from the database, pull the samples from their respective boxes in the freezer. Assign each sample a barcode ID.

Entering labid and date sent in the database

The labid assigned to the sample is entered into the *CordBloodAndRocheConfirmation* database by pressing the ‘*Enter Confirmation labids*’ button. The ID and Confirmation labid for each sample must be entered and the *Amount Left* field should be updated.

Importing Results

Results are imported from the database at: *L:\daisy\RocheImport*. See the section under HLA Typing for more details.

The purpose of the Roche Confirmation is to verify the HLA gene type of the newborns enrolled in the Daisy Study. The confirmation is done for all children whose cord blood was tested at birth, and who are enrolled in the Daisy follow-up study. One additional sample per 10 samples sent, is sent per batch as quality control.

Procedure for processing samples:

- 1.** Obtain a list of all newly enrolled NEC's and NOC's (this list can be obtained from Michelle, or from whomever is recruiting children into the study). This list should include; the name, Daisy ID, and HLA type of the child.
- 2.** Assign a new Roche ID# to each sample. This is done by using sequential 40000 #'s. Look up the previous ROCHE Confirmation list to see what ID number one should start on.
- 3.** Use the database 'L:\DAISY\DAISY\recruit' using the 'NEC Screen Interview' button to look up the location of samples. Scroll to the bottom of the form and look up the box number in the '# Whole Blood' section.
- 4.** Record the above information on the Roche Confirmation form.
- 5.** Label 2 ml cryovials with the new Roche ID numbers.
- 6.** Locate the samples in the lab refrigerator
- 7.** Transfer 0.5ml of blood from the old tube to the tube labeled with the new Roche ID#.
- 8.** Put the old sample in its original location and note how much sample is left in the tube.
- 9.** Put the samples with the new ID numbers in the current Roche box located in the lab refrigerator. These samples will be sent to Roche by the lab personnel. Note in the "NEC" book the date the sample was taken (do this in red ink).
- 10.** Enter the data in the database 'L:\DAISY\DAISY' select 'St. Joe's' and then select 'Roche Confirmation'. Enter the DAISY ID and box information into the table.
- 11.** The Data Manager will receive the results from Roche and will transfer them to the database. If there are any discrepancies, the data manager will inform the person responsible for completing the confirmation process so that another sample will be sent.
- 12.** File the 'Roche Confirmation-WHOLE BLOOD' form in the 'Roche Confirmation' binder.