

 (Web Link)	National Biobank Consortium of Taiwan Standard Operating Procedure		No.: NBCT SOP-010
	Title: Urine Specimen Collection and Processing Process		Version/Total Pages: No. 1.1 / 2 pages
			Issue Date: 114-12-01

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1. Purpose

“National Biobank Consortium of Taiwan” (hereinafter referred to as the “Integration Platform”) primarily integrates domestic human biobanks — their data, biospecimens, and related information (hereinafter referred to as “Integration Platform biospecimen data”) — through a cloud-based system, making them available for application and use by medical, clinical, industry, and related biomedical research investigators nationwide. To achieve cross-institutional collaboration, it is necessary to establish consistent quality standards for dispensed biospecimens and consistent clinical data content. To maintain good specimen quality and to ensure consistency in the collection and processing procedure for urine specimens, so as to facilitate future related research, this Standard Operating Procedure is hereby established.

2. Scope of Application

This SOP applies to the collection and processing procedure for urine specimens.

3. Responsibilities

All human biobanks that have joined the Integration Platform, when dispensing urine specimens, are recommended to follow this Standard Operating Procedure.

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4. Urine Specimen Collection and Processing Procedure

1. After obtaining case consent, provide the case with a urine collection cup free of environmental contaminants, and one 15 or 50 ml conical centrifuge tube made of PP (polypropylene) material, labeled with the case number.
2. First instruct the case on the method for collecting a mid-stream urine sample using the urine cup, collecting approximately 10 ~30 ml or more, then pour it into the 15 or 50 ml conical centrifuge tube, after which the urine cup may be discarded. Hand the 15 or 50 ml PP conical centrifuge tube to the case collection staff.
3. Let stand at room temperature for 5 minutes.
4. Using a 3ml dropper, draw off the supernatant, aliquot it into microcentrifuge tubes (microtube), approximately 2-5 ml per tube, and place them in a 9x9 freezer specimen box, freezing them as soon as possible in the -20°C (or -80°C) freezer (ideally within 30 minutes).
5. If the unit collecting the urine specimen is unable to aliquot and freeze it themselves, it must be placed in a foam box , with a sufficient quantity of ice packs inside (to maintain a temperature of approximately 4°C or below inside the box), and transported at low temperature to the human biobank's laboratory the same day for aliquoting and freezing (must not exceed 24 hours).
6. Only when ready for use should the applicant thaw, centrifuge, and test the specimen themselves.

5. Quality Standards for Dispensing

1. The time from urine collection to freezing/storage must be noted. Other matters shall be determined according to the applicant's requirements.