Serosurveillance to Assess Measles and Rubella Prevalence

Country X, 20YY-YY

Standard Operating Procedures

Specimen Labeling

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1. Definitions:
    - 1.1 Cryolabels: Synthetic labels designed for bio-medical research tubes/vials. Cryolabels used for this study must exhibit permanent adhesion to polypropylene tubes and be able to withstand temperatures as low as -196° C. They must also be resistant to multiple freeze-thaw cycles.
    - 1.2 Participant ID: A unique ID associated with any child or woman who is enumerated and randomized to be a study participant. The ID is maintained after enrollment and used to link survey data to specimens.
    - 1.3 Study Participant: Any child or woman enrolled into this study.

2. Purpose / Background:
    - 2.1 Participant IDs must be standardized according to the scheme described in this SOP.

3. Scope / Applicability:
    - 3.1 This SOP is applicable to all survey sites.

4. Roles / Responsibilities
    - 4.1. *Site specific*

5. Prerequisites / Supplies Needed:
    - 5.1 Pre-printed cryovial labels for specimen collection, specimen storage/freezer tubes, consent forms, Lab Register
    - 5.2 Extra blank labels (as needed)
    - 5.4 Black permanent marker for writing on blank labels

6. Safety/Risk Assessment:
    - 6.1 N/A

7. Procedural Steps

Overview of IDs:

	Participant ID
Assigned to	Specimens collected from randomized individuals
Length	7 [8 for aliquots]
Format	CCC-A-RI-S-[#]
Description	**CCC:** Cluster-specific ID **A:** Age category A = 9 mo. - < 5 y B = 5 - < 15 y C = 15 – 49 y (female) **RI:** Randomized ID (1-13 per age group) **S:** Specimen indicator S = Sera by fingerprick V=Sera by venipuncture D = DBS **#:** Aliquot number (1-n)
Example	104-A-11-S2 **2nd aliquot** of **serum** specimen of the **11th child** in **age group 9m - 4y** in **cluster 104**

7.1. **Specimen IDs:**

Specimen IDs are used to identify any specimen collected or stored in the laboratory (sera or DBS). The specimen ID is a **7-digit ID** (CCC - (A/B/C) - (XX) - (S/V/D)). The first 6 digits are participant ID (cluster ID number [CCC], age group category [A/B/C], and randomization ID [XX]). The last letter specifies specimen type: S (sera by fingerprick), V (sera by venipuncture) or D (DBS).

If participant has more than 1 aliquot, aliquot number (1, 2, 3..) will be added at the end of specimen ID.

Examples:

104A11S2: This is the 2nd aliquot of serum specimen (by fingerprick) of the 11th child in age group 9 months - 4 years selected for the survey in cluster 104).

112C02D: This is the DBS card (only 1 card collected) of the 2nd woman in the age 15-49 years category selected for the survey in cluster 112.

Cluster IDs have been assigned as follows (same as Cluster ID for Enumeration ID):

Survey Site	Cluster ID

Site 1	101 – 130
Site 2	201 – 230
Site 3	301 – 330
Site 4	401 – 430
Site 5	501 – 530
Site 6	601 – 630
Site 7	701 – 730
Site 8	801 – 830
Site 9	901 – 930

Age group letter IDs have been assigned as follows:

Age Group	**Letter ID**
9 months – < 5 years	A
5 years – < 15 years	B
15 years – 49 years (female)	C

8. Creating labels
    - 8.1. Cryolabels for each cluster will be pre-printed by central investigators or site coordinators using the standard participant ID scheme (CCC-A-RI). Labels will be printed for the following purposes:
        - 8.1.1. To label the participant's consent/parental permission form (in the field)
        - 8.1.2. To label the participant's specimen collection tubes (in the field)
        - 8.1.3. To label aliquot tubes after processing
        - 8.1.4. To label the laboratory register at the time of processing
    - 8.2. For specimen collection tubes/DBS cards, the specimen indicator (S for sera by fingerprick; V for sera by venipuncture, or D for DBS) will be appended to the label using a waterproof marker prior to affixing to the specimen tube as appropriate.
    - 8.3. For aliquots, the aliquot indicator (1-n, n=aliquot #) will be appended to the label using a waterproof marker prior to affixing to the aliquot tube. Aliquot number may also be marked on top of tube cap with waterproof marker.

9. Quality Assurance / Quality Control
    - 9.1. Each site should have a system in place to ensure that each participant ID is used only once.
    - 9.2. When the cluster is finished, the central study team will check tablet and laboratory data to ensure there are no errors or duplicates.