

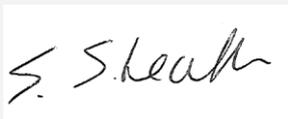
## PINPOINT Study Laboratory Research SOP

**IT IS THE RESPONSIBILITY OF ALL USERS OF THIS SOP TO ENSURE THAT  
THE CORRECT VERSION IS BEING USED**

All staff should regularly check the R&D Unit's website and/or Q-Pulse for information relating to the implementation of new or revised versions. Staff must ensure that they are adequately trained in the new procedure and must make sure that all copies of superseded versions are promptly withdrawn from use unless notified otherwise by the SOP Controller.

The definitive versions of all R&D Unit SOPs appear online. If you are reading this in printed form check that the version number and date below is the most recent one as shown on the R&D Unit website: [www.research.yorkhospitals.nhs.uk/sops-and-guidance-/](http://www.research.yorkhospitals.nhs.uk/sops-and-guidance-/) and/or Q-Pulse

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Approved by:	Name/Position:	Lydia Harris, Head of R&D
	Signature:	
	Date:	2 <sup>nd</sup> November 2022
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	Signature:	
	Date:	2 <sup>nd</sup> November 2022

This SOP will normally be reviewed at least every 3 years unless changes to the legislation require otherwise

### Version History Log

This area should detail the version history for this document. It should detail the key elements of the changes to the versions.

Version	Date Implemented	Details of significant changes
1.0	18 <sup>th</sup> July 2022	
2.0	7 <sup>th</sup> November 2022	Minor corrections throughout document. Change of procedure for locating samples with the introduction of new laboratory software. Addition of more sample eligibility checks. Addition of procedure for processing clinic pathway samples. Addition of procedure for gathering test results for those participants recruited through the clinic pathway. Addition of procedure for removal of non-consented patients.

**Contents**

	<b><u>Page No</u></b>
<b>1 Introduction, Background and Purpose</b>	<b>1</b>
<b>2 Who Should Use This SOP</b>	<b>1</b>
<b>3 When this SOP Should be Used</b>	<b>1</b>
<b>4 Procedure(s)</b>	<b>2</b>
<b>5 Related SOPs and Documents</b>	<b>14</b>

## 1 Introduction, Background and Purpose

Full Study Title:	<b>PINPOINT</b>
Local Project Reference:	<b>311006SY</b>
Principal Investigator:	<b>Dr James Turvill</b>
Recruitment Target:	<b>1,000 per year</b>
Sponsor:	<b>Cancer Health Alliance</b>

Primary Objective: To determine the accuracy and viability of using the results of pre-determined laboratory blood tests that are entered into an algorithm to generate a percentage likelihood that a participant currently under investigation for cancer will receive a positive diagnosis.

Depending on their investigational pathway, either new or residual blood samples will be collected from participants and a series of pre-defined tests will be performed by the Trust's local laboratories. The result of these tests will be anonymised, then reported to the R&D team for use in the PINPOINT algorithm.

## 2 Who Should Use This SOP

Research and Development (R&D) Laboratory staff who have a valid Good Clinical Practice (GCP) training certificate, an up-to-date Research CV and have signed onto the Study Delegation and Signature Log.

## 3 When this SOP Should be Used

This SOP should be used when performing trial related activities. The frequency of each research activity is outlined in the table below:

Tasks	Frequency
<b>Data gather and entry into PINPOINT_Data workbook</b>	Perform this task <b>daily</b> .
<b>Retrieve and add additional tests to residual serum samples</b>	Perform this task <b>daily</b> .
<b>Request residual serum samples to be sent from Scarborough General Hospital</b>	Perform this task <b>daily</b> . <i>Note: requests for rapid diagnostic patient residual serum samples should be made before 09:30 when possible. If there are no samples to request, an email should still be sent stating this.</i>

**Process samples from patients recruited through the clinic pathway**

Perform this task **when required**.

*Note: there is a routine clinic every other Monday for these patients, but it's possible to receive samples at other times too. The research team will confirm clinic dates.*

**Enter test results into PINPOINT\_Data workbook**

Perform this task **weekly**.

*Note: perform this task on a Monday, before the RAP pathway data gather.*

**Delete patient data for those who have not consented to take part in the trial, as confirmed by the PinPoint team**

Perform this task **when required**.

*Note: this task will be approximately every month, but is only triggered when contacted by the local PinPoint team.*

## 4 Procedure(s)

### 4.1 Data Gathering

#### 4.1.1 Generating a New 'PINPOINT master workbook'

On the first working day of each month, a new '*PINPOINT\_master\_workbook*' should be generated to enable maximum fluidity in the delivery of the trial. This should be completed prior to running the '*RAP*' data gather. To do this:

1. Navigate to the '*10. PINPOINT Data Master Spreadsheet*' folder, open the '*Template*' subfolder and then the '*PINPOINT\_master\_workbook\_template*' file.

```
X:\Biochemistry\01. Trials Info\Studies OPEN (RESEARCH SPECIALITY)\ONCOLOGY\PINPOINT\10. PINPOINT Data Master Spreadsheet
```

2. Click on '*File*', then '*Save As*' from the dropdown menu.
3. Navigate back to the '*10. PINPOINT Data Master Spreadsheet*' folder.
4. Name the file as '*PINPOINT\_master\_workbook\_currentmonth2022*'.

e.g. *PINPOINT\_master\_workbook\_may2022*

#### 4.1.2 Gathering Rapid Diagnostic Pathway Patient Data

1. Log into Blood Sciences Combined Telepath.
2. Type '*LIST*' and enter.
3. Type '*RAP*' and enter. '*RAP*' is the code required to gather test result data from patients that have had a rapid diagnostic test screen requested via ICE.

4. Type 'G' and enter.
5. You will then be prompted to enter the date range. Use the format DD.MM.YY or if today's date type 'T' and enter. Gather the results from the previous working day. If this is the previous day type 'Y' and enter. If the data gather is done after a weekend and/or bank holiday the date range gather must include the weekend and/or bank holiday.
6. Press the 'Esc' key when prompted to do so. It may take an extended period to gather the data, depending on the number of tests in the given time period. When it has finished it will display the message 'Gather finished OK' under 'Status message from gathering routine.'
7. Type 'P' and enter.
8. Type '1' and enter.
9. Type 'HFS' and enter.
10. Name the file as 'RAPIDYYMMDD' i.e. 'RAPID' followed by the date in reverse. Enter.
11. Type 'W' and enter.
12. Type 'Y' and enter. The plain text file has now been exported to the 'chem' folder in the HFS drive.

#### 4.1.3 **Converting Plain Text Files to Excel Workbooks**

1. Open the HFS drive.
2. Open the 'chem' folder.
3. Cut the 'RAPID' plain text files and paste into the PINPOINT '08. Data Gatherers' folder. Do not copy the plain text file.

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```

4. Open Microsoft Excel.
5. Click on 'File', then 'Open' from the dropdown menu.
6. Select 'All Files' from the dropdown menu.
7. Navigate to the '08. Data Gatherers' folder and select the required plain text file.
8. Click 'Open'.
9. Click 'Delimited'.
10. Click 'Next >'.
11. Unselect 'Tab' and select 'Semicolon'.

12. Click '*Finish*'.
13. Hold '*Ctrl*' and highlight rows 1-5 and 7-8, right click on the mouse and select '*Delete*'.
14. Select cell 1A, hold '*Ctrl*' and '*T*'. Ensure '*My table has headers*' is selected then click '*OK*'.

*Please note:*

*Specimen numbers beginning with 'W,' have been tested and are located in York.*

*Specimen numbers beginning with 'Q,' have been tested and are located in Scarborough.*

15. Delete the information from columns *F-H* and then re-name the columns as below:
  - a. *F*: FPIN/MPIN
  - b. *G*: Location
  - c. *H*: Further Information
16. Click on '*File*', then '*Save As*' from the dropdown menu.
17. Navigate to the '*08. Data Gathers*' folder.
18. From the '*Save as type:*' drop down menu select '*Excel Workbook*'.

## **4.2 Requesting PINPOINT specific tests**

### **4.2.1 Ensure Sample is Eligible for Additional Testing**

There are several checks to perform to ensure a sample is eligible for additional PINPOINT testing, including sample age and previous testing. Only samples that have been tested for a specific series of tests are eligible for additional PINPOINT testing. This is because only the PINPOINT specific test codes are non-reportable, so anything else that is added would go against the trial's ethical guidelines.

1. Log into Blood Sciences Combined Telepath.
2. Type '*SENQ*' or '*4*' and enter.
3. Copy the participants' Specimen number from the '*RAP*' workbook.
4. Return to Telepath and right click on the mouse next to '*Specimen number*' to paste the participants' specimen number into this field.
5. Check the age of the samples and if the additional PINPOINT tests added would be within stability to test. Refer to '*PinPoint Test Stabilities*' in the '*06. Laboratory Manual & SOPs*' folder.

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6. Ensure that the time between sample collection and sample receipt is less than 24 hours. At this point, the sample has started to degrade, and the main laboratory won't be able to do the required FBC testing and some chemistry testing.
7. Check the participants gender, then ensure the following tests were requested:
  - Full Blood Count (test code 'FBCY' or 'FBC')
  - U&E levels (test code 'UE2' or 'OUE4')
  - LFT levels (test code 'LFT')
  - Bone Profile (test code 'BONE2')
  - CRP level (test code 'CRP')
  - For female participants only:
    - CA-125 level (test code 'CA125R')
  - For male participants only:
    - PSA level (test code 'CA125R')
8. While in Telepath, record the patient's gender as either 'MPIN' or 'FPIN' into column *F* (*FPIN/MPIN*) on the 'RAP' workbook.
9. If any of the above checks make the patient ineligible, record on 'RAP' workbook in column *H* (*Further Information*) then click 'Save' icon. Highlight the row grey to mark it as ineligible. This counts as a deviation and must be recorded as such.
10. While in Telepath, ensure that all the tests which use the primary sample are complete before adding on the additional PINPOINT testing. If unsure, ask a biochemistry BMS for advice.
11. Repeat for each participant.

#### **4.2.2 Requesting Residual Samples from Scarborough**

This task should be performed whenever samples belonging to participants from Scarborough General Hospital are identified via their specimen number in the daily 'RAP' gather (See 4.1.3.14 for details).

1. Using the 'RAP' workbook from the current day: hide all rows containing residual sample data for York participants. To do this, highlight rows, right click on the mouse and select 'Hide'.

2. Same as above, hide any rows containing samples found to be ineligible for testing (as explained in section 4.2.1).
3. Click on 'File', then 'Save As' from the dropdown menu.
4. Navigate to the '09. Scarborough RAP Sample Request Lists' folder.

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```

5. Name the file as 'SGHYMMDD' i.e. 'SGH' followed by the date in reverse.
6. Send copy of finalised 'SGH' aliquot list to [Susan.North@york.nhs.uk](mailto:Susan.North@york.nhs.uk) and [Hannah.Longman@york.nhs.uk](mailto:Hannah.Longman@york.nhs.uk) using subject 'PINPOINT residual aliquot request', this will be used by the SGH team to send the requested samples via the daily laboratory transport. Once received, the details of their receipt must be recorded in 'Section 07. Specimen Receipt Log' in the Laboratory Site File.
7. If there are no Scarborough aliquots for that day, still email the SGH team to inform them so that they're aware.

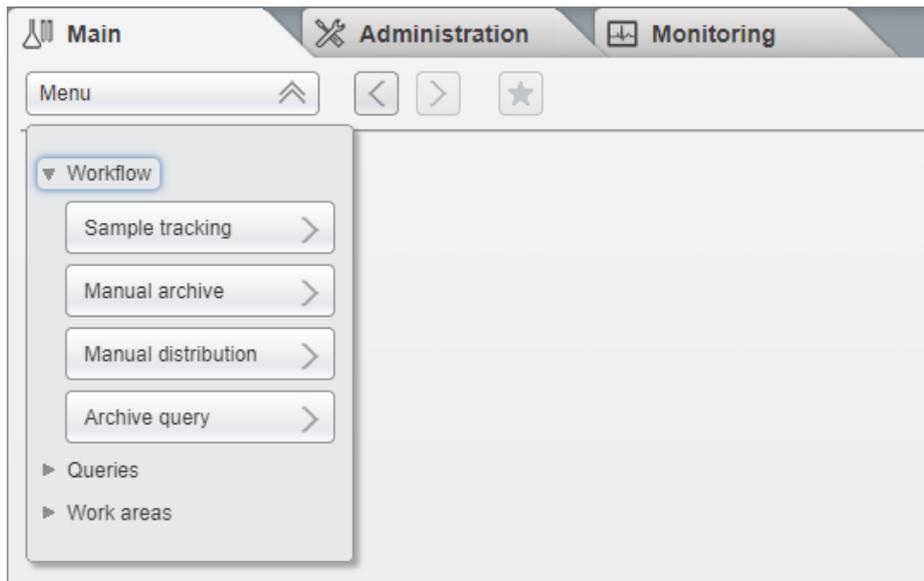
#### 4.2.3 Retrieving York Residual Serum Samples via Infinity

Infinity is available on the desktop of all computers in the laboratory and can be accessed by entering <http://infinity/infinity> in a web browser field. This will cause a new window to pop up with a login screen.

1. Log into Infinity using the generic archive log on:
  - Username: **YORKARC**
  - Password: **CITM123**
2. In the Overview bar at the top of the screen, ensure 'Lab Flow' is selected (instead of 'General Lab') and the location selected is 'York'.



3. Close the Overview bar to access the 'Main' tab. Click on the drop-down menu before this tab, click 'Workflow' and then 'Sample Tracking'.



4. Refer to the 'RAP' workbook and select the first cell on the list in column B that contains a York specimen number (see 4.1.3.14 for details on differentiating between York and Scarborough). Hold 'Ctrl' and press 'C'.
5. Return to Infinity and paste the specimen number into the search bar in the 'Tube identifier' column. To do this, select the blank box then hold 'Ctrl' and press 'V'. Ensure only the 7-digit specimen number is entered (remove the prefix and suffix if present) and press enter to search.

*Please note: if the sample is more than a day old, i.e. searching for a sample after a weekend, the 'Order Registration Date' drop-down box will have to be changed to ensure the sample is captured in the search.*

Tube identifier	Tube type	*Order regist...	Patient first na...	Patient first su
		From <input type="text"/>		
		To <input type="text"/>		
<input type="text"/>	All <input type="text"/>	Since yeste <input type="text"/>		
No results				

6. This will open a list on the right-hand side of the screen, showing the sample's route on the analyser. In the first column ('Target/Node/User') look for an archive status – this row will be highlighted blue and will either be called 'York Manual' if the sample has been archived manually or 'AOB-Archive' if it has been archived automatically by the analyser.

*Please note: only the latest archive position will be highlighted blue. However, this might not be the archive position of the primary tube (e.g. proteins aliquot archive position). If this happens, go to the 'Route Details' tab for more information and find the 'AOB-Archive' position.*

7. Locate the sample archive position from the 'Instrument Position' column in this row and transcribe this into the 'G' (Location) column on the 'RAP' workbook.

8. Repeat for all eligible York participants.
9. Once the list is complete, select 'File', 'Save', and then 'Print' from the dropdown menu.
10. Use this printed list to locate and retrieve samples from the fridges located in the Biochemistry laboratory.

*Please note: the 5-digit number is the rack identifier whilst the number after the dash refers to the specific position in that rack.*

Example: [61675 – 33]

11. When retrieving samples, ensure that approximately 1mL residual serum remains. If it doesn't, return sample to its archived location, record on printed list and on 'RAP' workbook in column 'H' (*Further Information*). Save the file following this.

*Please note: if the sample volume is borderline, the serum can be placed into a cup and the sample loaded on to the analyser directly. This will raise the serum and pool it together in a smaller space, making it more likely that the analyser probe will be able to aspirate enough sample for the required testing.*

12. Send copy of finalised 'RAP' workbook to [pinpoint.study@york.nhs.uk](mailto:pinpoint.study@york.nhs.uk) using subject 'Eligible PINPOINT participants', this will be used by the team for consent approaching and trial costings.

#### **4.2.4 Adding Additional Test Requests onto Residual Samples**

*Please note: this is only done after the sample is visibly checked to ensure there is enough serum for testing. This can be done in the morning for York samples but can only be done in the afternoon for the Scarborough samples, after the transit drop-off.*

1. Log into Blood Sciences Combined Telepath.
2. Type 'SENQ' and enter.
3. Copy the participants' Specimen number from the 'RAP' workbook.
4. Return to Telepath and right click on the mouse next to 'Specimen number' to paste the participants' specimen number into this field. Press enter.
5. Type 'Q' and enter.
6. Tab up to field '6) Sets' and enter the appropriate test code- 'FPIN' for female patients or 'MPIN' for male patients.
7. Press enter until all fields in the specimen enquiry screen become blank.
8. Repeat for all participants, then load all samples onto the pre-spun rack, located in drawer 4 of the (IPB) module of the Cobas 8100.

Please note: When pulling out drawer 4, any samples in the SCM ERRORS rack must be removed from the analyser before re-inserting the drawer. These samples can be passed to a biochemistry BMS.

#### IPB Layout

URGENT SAMPLES	GENERIC SAMPLES	GENERIC SAMPLES	PRE-SPUN SAMPLES
GENERIC SAMPLES	GENERIC SAMPLES	GENERIC SAMPLES	SCM ERRORS (Short samples/poor barcodes/not booked into Telepath etc.)
Drawer 1	Drawer 2	Drawer 3	Drawer 4 (Right)

### 4.3 Entering Rapid Diagnostic Pathway Patient Data

This process transcribes the data for all eligible participants from the 'RAP' workbook into a 'master\_workbook', where participant information and test result data will be stored. To do this:

1. Copy the data from the 'RAP' workbook and append it to the active 'PINPOINT\_master\_workbook'. To do this:
  - a. Highlight the data in the 'RAP' workbook you wish to copy. Do not include any headings. This is usually columns A-F of patient data.
  - b. Hold the 'Ctrl' key, then press the 'C' key simultaneously.
  - c. Open the active 'PINPOINT\_master\_workbook' belonging to the month you are currently in.

```
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```

- d. Select the first empty cell in column A. Hold the 'Ctrl' key, then press the 'V' key simultaneously.
- e. Remove duplicates. Where there is a duplicate specimen number, the row will highlight red. Delete the latest row of the two highlighted red. The remaining row will go colourless when its duplicate is deleted.

- f. Click on '*File*', then '*Save*' from the dropdown menu.

#### **4.4 Processing Clinic Pathway Samples**

This task should be completed whenever a patient has been recruited via the clinic pathway and samples have been taken.

A Laboratory Medicine SOP has been created for this task as members of the laboratory medicine specimen reception team have been approved to process these samples, to cover late clinics that end out-of-hours or any R&D laboratory staff absence.

Please refer to **RD-INF-PINPOINT** for specific instructions.

#### **4.5 Processing PINPOINT Test Results**

This task should be completed once per week on a Monday, prior to completing the daily '*RAP*' data gather and all other PINPOINT trial related tasks.

##### **4.5.1 Gathering Rapid Diagnostic Pathway Patient Data**

1. Log into Blood Sciences Combined Telepath.
2. Type '*LIST*' and enter.
3. Type '*PIN*' and enter. '*PIN*' is the code required to gather test result data from haematology for participants that have had additional tests requested as part of the PINPOINT trial.
4. Type '*G*' and enter.
5. Now you will then be prompted to enter the date range. Use the format DD.MM.YY or if today's date; type '*T*' and enter. Use the active '*PINPOINT\_master\_workbook*' to determine the date range needed.
6. It may take an extended period to gather the data, depending on the number of tests in the given time period. When it has finished it will display the message '*Gather finished OK*' under '*Status message from gathering routine:*'.
7. Type '*P*' and enter.
8. Type '*1*' and enter.
9. Type '*HFS*' and enter.
10. Name the file as '*PINYMMDD*' i.e. '*PIN*' followed by the date in reverse.
11. Type '*W*' and enter.
12. Type '*Y*' and enter. The plain text file has now been exported to the '*chem*' folder in the HFS drive.
13. Repeat the above, substituting the code '*PIN*' with '*PIN2*' to gather and save biochemistry test result data from the same participants.

#### 4.5.2 **Gathering Clinic Pathway Patient Data**

1. Repeat the process outlined in Section 4.5.1 but substitute the codes with *PIN3* and *PIN4* to gather the haematology and biochemistry results for participants recruited through the clinic pathway. This will only need to be done when it is known a clinic has occurred.

#### 4.5.3 **Converting Plain Text Files to Excel Workbooks**

2. Open the HFS drive.
3. Open the '*chem*' folder.
4. Cut the plain text files gathered above and paste into the '*Test Results*' subfolder located in the '*08. Data Gathers*' folder. Do not copy the plain text file.

```
X:\Biochemistry\01. Trials Info\Studies OPEN (RESEARCH SPECIALITY)\ONCOLOGY\PINPOINT\08. Data gathers\Test Results
```

5. Open Microsoft Excel.
6. Click on '*File*', then '*Open*' from the dropdown menu.
7. Select '*All Files*' from the dropdown menu.
8. Navigate to the '*Test Results*' subfolder located in the '*08. Data Gathers*' folder and select the '*PIN*' plain text file.
9. Click '*O*pen'.
10. Click '*D*elimited'.
11. Click '*N*ext >'.  
12. Unselect '*T*ab' and select '*S*emicolon'.
13. Click '*F*inish'.
14. Hold '*Ctrl*' and highlight rows 1-5 and 7-8, right click on the mouse and select '*D*elete'.
15. Select cell 1A, hold '*Ctrl*' and '*T*'. Ensure '*M*y table has headers" is selected then click '*Q*K'.
16. Click on '*File*', then '*Save As*' from the dropdown menu.
17. Navigate to the '*Test Results*' subfolder located in the '*08. Data Gathers*' folder.
18. From the '*Save as type.*' drop down menu select '*Excel Workbook*'.
19. Click '*S*ave'.
20. Repeat steps 6-19 for each gather.

#### 4.5.4 **Entering PINPOINT Additional Test Data**

1. Copy the data from the gather workbooks and append it to the active '*PINPOINT\_master\_workbook*'. To do this:
  - a. Use the active '*PINPOINT\_master\_workbook*' to cross-reference the participants awaiting results from the previous week with the test result data from the gather workbooks. Highlight the test result data for the specific participant in the gather workbook you wish to copy. Do not include any headings. Do not include rows without results.
  - b. Hold the '*Ctrl*' key, then press the '*C*' key simultaneously.
  - c. Go to the active '*PINPOINT\_master\_workbook*' Select the empty cell in row G in the column of which participant you wish to transfer the test result data for, then hold the '*Ctrl*' key, and press the '*V*' key simultaneously.

*Please note: there are two tabs on the 'PINPOINT\_master\_workbook'; one for participants recruited through the RDC pathway and the other for participants recruited through the clinic pathway. Ensure the tests results data go in the correct tab.*
  - d. Repeat for all participants awaiting results from the previous week.

#### 4.5.5 **Identifying and Actioning Abnormal Test Results**

For the participants recruited via the RDC pathway, additional research tests are added on to the residual samples sent by their GP which are blinded from the report. As the GP will not receive these additional PinPoint test results, the data needs to be reviewed for any abnormal results.

1. Any tests that have been requested as part of the PINPOINT trial that return results outside the reference ranges for a participant of undefined age/gender will become highlighted when test result data is pasted into the active '*PINPOINT\_master\_workbook*'. Should such an instance occur:
  - a. Open the '*PinPoint Reference Ranges*' file located in the '*'06. Laboratory Manual & SOPs*' folder.

```
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```

- b. Cross-reference the information provided here to determine whether the 'abnormal results' that were highlighted as precaution in the '*PINPOINT\_master\_workbook*' are true abnormal results.
- c. If this is the case, copy all data for the affected participant/s by holding '*Ctrl*', highlighting both column 1 and the column in which their data is contained and press '*C*' simultaneously.
- d. Select '*File*', '*New*' then '*Create*' to open a new workbook.
- e. Paste the abnormal data into the new workbook by holding the '*Ctrl*' key and press the '*V*' key simultaneously.

- f. Select 'File' then 'Save as' and save the file as 'ABNORMALRESULTSYYMMDD' i.e. 'ABNORMALRESULTS' followed by the date in reverse.
- g. This data must be sent **immediately** to a clinician for further investigation. To do this:

Send copy of the 'ABNORMALRESULTS' file to [James.Turvill@York.NHS.UK](mailto:James.Turvill@York.NHS.UK) using subject 'Abnormal PINPOINT results', and flagged as 'high importance'.

If Dr Turvill is on extended longer leave (longer than 10 days), arrangements are in place for Dr Daniel Turnock ([Daniel.Turnock@york.nhs.uk](mailto:Daniel.Turnock@york.nhs.uk)) to review the results instead. If Dr Turvill is on leave for less than 10 days, continue to send him to abnormal results and he will review them on his return.

#### **4.6 Finalising the 'PINPOINT master workbook'**

At the beginning of each month, a finalised list of consented patients will be sent to R&D lab team from the York PinPoint team email ([pinpoint.study@YORK.NHS.UK](mailto:pinpoint.study@YORK.NHS.UK)). This list will include which patients have consented and which haven't, from two months prior which will ensure each participant has the maximum 30 days from their sample collection to give consent if they wish. Any data from those who did not consent must be deleted.

1. Open this spreadsheet from the York PinPoint team detailed above, but do not save it as it will contain participant's information who have not consented.
2. Filter out any participants who were not applicable to be recruited to the study.
  - a. Open the 'Home' panel at the top of the spreadsheet, if not already open. By default, this should already be present.
  - b. In the Editing section, click 'Sort & Filter' then 'Filter' from the drop-down menu.
  - c. Click on the filter arrow in the 'Ice Button Used' header on the table (cell D1).
  - d. Untick 'Yes: Residual testing not done' and 'No'.
3. Filter out any participants who have consented.
  - a. Click on the filter arrow in the 'Consent Date' header on the table (cell J1).
  - b. Untick everything except '(Blanks)'.
4. Open the matching month's '*PINPOINT\_master\_workbook*'. Immediately save as '*PINPOINT\_master\_workbook\_MONTH2022 FINAL*' and then have the spreadsheets side by side.

5. Delete the participants now listed in the consent spreadsheet from the lab '*PINPOINT\_master\_workbook*' – these are patients who have not consented so we must delete their data.
6. Once deleted, ensure that the participants from the '*PINPOINT\_master\_workbook*' match those who have consented on the York PinPoint team consent spreadsheet.
  - a. Filter out any participants who have not consented.
  - b. Click on the filter arrow in the 'Consent Date' header (cell J1).
  - c. Tick all the dates listed and untick '(Blanks)'.
  - d. Compare spreadsheets and investigate any discrepancies.
7. Once it has been verified that the participants in the '*PINPOINT\_master\_workbook*' have definitely all consented and there are no missing participants, send the list to the York PinPoint study team ([pinpoint.study@YORK.NHS.UK](mailto:pinpoint.study@YORK.NHS.UK))
8. Once the FINAL workbook has been completed and sent to the York PinPoint study team, the originally '*PINPOINT\_master\_workbook*' must be deleted as it contains information from patients who have not consented.

## 5 Related SOPs and Documents

### Research and Development (Q-Pulse)

R&D/S19 Processing Laboratory Research Samples

R&D/F51 Specimen Receipt Log

### Laboratory Medicine (Q-Pulse)

RD-INF-PINPOINT