



Biospecimen Shipping and Receiving Form

Batch ID Number:

Version: 1.1
Revised: 03/26/17

Instructions: Part 1 of this form is to be completed by the field center staff to document the shipping of the biospecimen collection to the ACRL. Scan the participant ID to auto-fill the ID number into your Data Entry System. Double-check participant ID # documented on this form with ID # of each sample during the packing of specimens. Part 2 is to be completed by the ACRL staff upon receipt of the shipment.

Part 1: Shipping (to be completed at the field center)

From: Forsyth County <input type="checkbox"/> Minneapolis <input type="checkbox"/> Jackson City <input type="checkbox"/> Washington County <input type="checkbox"/>	To: ARIC Central Laboratory University of Texas HSC Houston School of Public Health 1200 Pressler St, RAS E453 Houston, TX 77030
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(shipping): (MM/DD/YYYY) / /

Number of Pages Attached: Time Packed: : (HH:MM in 24 hr. clock)

Field Center Comments: _____

Example of Complete Sample

Tube #	# of Vials	Cap Color
#1 (plasma)	6	Lavender
#1 (buffy coat)	1	Brown

Part 2: Receiving (to be completed at the ACRL lab)

Staff Initials (receiving): Date Received: (MM/DD/YYYY) / /

Date Buffy Coat vials picked up by Genetics Lab: (MM/DD/YYYY) / /

Scan the participant ID label for each collection of specimens and record the number of vials enclosed and condition code for each category (examples below) **before shipping and upon arrival.** (If more than one code for a specimen, choose "Other" and specify in a notelog).

Sample Condition Codes

00 Good Condition	06 Hemolyzed
01 Thawed	07 Lipemic
02 Warm	08 Short Sample
03 Broken Bag/Vial	09 No Sample
04 Missing Label	10 Other on arrival
05 Other on shipping	

Participant ID:		Affix bar-code label here				
		Shipping		Receiving		
Type (Cap Color)	# Vials Shipped	Condition Code (Shipping)	Field Center Comments	# Vials Received	Condition Code (Receiving)	Lab Comments (Receiving)
Plasma (Lavender)						
Buffy (Brown)						

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