



Bi-Weekly ACRL Biospecimen Shipping and Receiving Form

Batch ID

Number:

Version:2.1
Revised: 1/11/18

Instructions: Part 1 of this form is to be completed by the field center staff to document the **Bi-Weekly** 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 (blood and urine samples inclusive). Part 2 is to be completed by the ACRL and UMN staff upon receipt of the shipment.

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

<p>From:</p> <p>Forsyth County <input type="checkbox"/> Minneapolis <input type="checkbox"/></p> <p>Jackson City <input type="checkbox"/> Washington County <input type="checkbox"/></p>	<p>To: Charlie Rhodes Atherosclerosis Laboratory (ACRL) The Methodist Hospital 6565 Fannin Street, Station F701 Room 740 Houston, TX 77030</p>
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Staff Initials (shipping): Shipped Date: (MM/DD/YYYY) / /

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

Visit: _____

Field Center Comments: _____

Example of Complete Sample

Tube #	# of Vials	Cap Color
#1, 2 (Serum)	4 (SR) (0.5 mL)	Red
#3-7(Untreated Plasma)	15 (UT) (0.5 mL)	Lavender
#4, 5 (Buffy Coat)	2 (BC) (0.5 mL)	Brown
# 3-7 (Treated Plasma)	8 (T) (0.5 mL)	Green
Saliva		N/A
Urine	2 (UR) (1.5 mL)	Yellow

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

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

Date Buffy Coat and Saliva samples 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
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	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)						
Plasma (Green)						
Serum (Red/Gray)						
Saliva						
Urine (Yellow)						

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