ID participant: Recruitment center:

Name research project:

ID research project:

# SAMPLE TRACKING FORM

## COLLECTION

Name of the personnel appointed to collection: …………………………………………………………………………………

Collection date (yyyy/mm/dd): …………… /………/……………………

Number of primary specimens collected: ………………………………. Fasted: ☐ Yes ☐ No

Special conditions: ☐ None ☐ Sterile ☐ Rnase free ☐ Non standard additives

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **List of specimens collected** | **Collection time (hh:mm)** | **Primary -container type** | **Specimen ID** | **Primary – container**  **Volume (mL)** | **Specimen volume (mL)** |
| **Specimen type 1** | ………. : …….… |  |  |  |  |
| **Specimen type 2** | …….… : …….… |  |  |  |  |
| **Specimen type 3** | …….… : …….… |  |  |  |  |
| **Specimen type 4** | .……… : ………. |  |  |  |  |

Pre-transport temperature ☐ RT ☐ Controlled RT. ☐ 2-10oC

☐ (-35) to (-18) °C ☐ (-85) to (-60) °C/ dry ice ☐ LN ☐ UNK

Precise the type of transported samples: ☐ unprocessed ☐ processed

## TRANSPORT

Name of the personnel appointed to transport: ……………………………………………………………………………

Transport date (yyyy/mm/dd): …………… /………/…………… Transport time (hh:mm): …………….. : …………….

Transport mode: ☐ Pneumatic tube ☐ Manual ☐ UNK ☐ Other: …………………………

Transport Temperature: ☐ RT ☐ Controlled RT ☐ 2-10oC

☐ (-35) to (-18) °C ☐ (-85) to (-60) °C/ dry ice ☐ LN ☐ UNK

## RECEPTION

Name of the personnel appointed to reception: …………………………………………………………………………………………..……

Reception date (yyyy/mm/dd): …………… /…….……/…………… Reception time (hh:mm): …………….. : ………….….

Infectious specimens: ☐ HIV ☐ Hepatitis B ☐ Hepatitis C ☐ NA ☐ Other:……………..………………………..……….

## PROCESSING

Name of the personnel appointed to processing:

|  |  |  |
| --- | --- | --- |
| **Sample ID** | **Sample type** | **Number of sample aliquots** |
|  |  |  |
|  |  |  |
|  |  |  |

SPECIMEN 1

Specimen ID:

Number of specimen aliquots:

Processing date (yyyy/mm/dd):

Processing start time (hh:mm):

Processing conditions:

## STORAGE

Name of the personnel appointed to storage:

|  |  |  |
| --- | --- | --- |
| **Sample ID or specimen ID** | **Number of sample aliquots** | **Storage location** |
|  |  |  |
|  |  |  |

Freezing time (hh:mm):

Storage time (hh:mm):