



PVDOMICS STUDY

Biological Sample Tracking System

ROOM TEMPERATURE Specimen Log and Shipment Form #335

Instructions: Each shipment log will contain information about the tubes included in one shipment box. Each box may contain specimens from one specimen collection for one participant. Complete Q1-3, 5-7, scan or enter the barcode from each tube. Pack the tubes in the mailer provided as described in MOP Chapter 34. Ship the blood at room temperature. **Enclose a copy of the printout of the shipment log.** Keep a copy of this form for your records.

Primary courier for this shipment is UPS. Check what the last UPS pick up of the day is since the blood needs to be shipped on the day of collection. If blood needs to be shipped on a Friday for Saturday delivery or before a holiday, **first contact** the Biorepository for approval: **Dr. Suzy Comhair, Phone: (216) 312-0884**

If the Friday shipment is approved, contact **Sterling Courier services at 1-(800)-633-6666 one hour prior to the desired pick up time** and use **account number SC20883**.

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1. Identification Number

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2. Alphacode

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3. Date of collection (mm/dd/yyyy)

4. Shipment box ID (auto populated)

5. Username of person preparing the shipment

6. Courier used for this shipment (1=UPS, 2=Sterling)

7. Date of shipment (mm/dd/yyyy) / /

Sample Barcode (scan or enter the code from each tube or cryovial)	Tube top color code (auto populated)

Ship specimens to:
Cleveland Clinic
Lerner Research, NB2-037
Att: Laura Peterson
2111 E. 96th St.
Cleveland, OH 44106
(216) 445-6625
pvd-biorepos@bio.ri.ccf.org

Clinical Center comments regarding this shipment:

200. Date form completed (mm/dd/yyyy) / /

201. Username of person completing/reviewing completeness of this form.....

Clinical Center Use Only

Date form entered (mm/dd/yyyy) / /

Username of person entering this form.....

Package Tracking Number:

Emailed/Faxed/Called in package tracking number/date of shipment and courier used to:

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Name of Biorepository Staff Member

..... / /

Date of Notification (mm/dd/yyyy)

..... :

Time of Notification (hh:mm)