

Instructions for ALF / ALI Sample (Sera, plasma, Urine, &Tissue) Processing

List of supplies required for sample collection and processing:

- Blood and urine collection tubes, request from UTSW
- Sample type and site specific labels, request from NIDDK repository
- Shipping boxes and eShip Global air bills for DNA (Ambient) and MBT (frozen), request from UTSW
- Cryovials, request from NIDDK repository
- Freezer storage boxes, request from NIDDK repository
- Saf T Pak shipping boxes (frozen) and FED EX air bills, request from NIDDK repository

UTSW will provide individual bio-sample collection kits. Each bag / kit contains all the collection tubes needed for one subject:

- a. Sera collection: fourteen 8.5 ml tiger top SSTs (serum separator tube)
- b. Plasma collection: 1 EDTA tube (4.0 ml lavender top), 2 Citrate tube (4.5 ml blue top) for day 1 and day 3 plus blue cap inserts for citrated plasma cryovials
- c. Urine collection: 1 (15 ml conical) urine collection tube.
- d. DNA collection: 2 EDTA tubes 10 ml lavender top.
- e. Rotem study: additional Plasma one citrate tube 1.8 ml blue top
- f. Labels for urine, plasma and sera.

How to order supplies:

Requests for the supplies provided by UTSW should be sent to:

Nahid Attar Nahid.attar@utsouthwestern.edu 214-645-6188

Ambar Hill ambar.hill@utsouthwestern.edu 214-645-6256

Request for the supplies provided by the Repository should be sent to:

niddk.mailbox@precisionformedicine.com

Eduard Chani Eduard.Chani@precisionformedicine.com 240 415 6052

Bernadette Owens Bernadette.Owen@precisionformedicine.com 240 306 4120

Processing

For Urine (max 10 vials):

- A single time 10 ml urine collection on the day of study admission.
- **Do not centrifuge Urine samples**
- Remember urine can be collected up to study day 3; however, we prefer the urine to be collected on study day 1(the day of admission).
- Aliquot 1.0 ml of urine into each of the ten cryovials.
- Please remember, we only want ten 1.0 ml aliquots of urine (do not aliquot more than 10 vials)
- After obtaining the bag of labels, take out the labels marked **URINE**.
- Start with the lowest barcode number (bottom left corner label).
- Label the URINE labels with the patient EDC ID number and collection date.
- Place one label on each aliquot of urine.
- Place the labeled urine aliquots in the freezer until ready to ship.
- Please make a note of the barcodes for documentation and entering into WEBDCU.

For Plasma (max 10 vials):

- Draw 4 ml EDTA tube and 4.5 ml Citrate (blue) top. (Please note that we collect plasma in two different tubes) for study admission day. Another 4.5 ml Citrate on study day 3.
- A single time blood sample will be obtained on study admission.
- Spin at ~1500g (~3600rpm) for 15 minutes (**for sera and plasma only**) Serum and plasma should be spun within two hours of collection.
- Remember plasma can be collected up to study day 3; however, we prefer the plasma to be collected on study day 1(the day of admission).
- Aliquot 0.5 ml of plasma into each of the five cryovials **separately for each type of plasma**.
- After obtaining the bag of labels, take out the labels marked **PLASMA**.
- Start with the lowest barcode number (bottom left corner label).
- Label the **PLASMA labels** with the patient EDC ID number and collection date.

A. For Plasma collected in the **EDTA (lavender top) tube**:

- Place one label on each aliquot of plasma.
- Place the labeled plasma aliquots in the freezer until ready to ship.

B. For Plasma collected in the Citrate (blue top) tube:

- Label the **PLASMA labels** with the patient EDC ID number and collection date.
- **Also write the letter “C” next to the word plasma on the label.**
- Place one label on each aliquot of plasma.
- After you cap the sample, obtain the blue cap insert and firmly push into the top of the cap of the cryovial.
- Please note the example of the cryovial located in the clear plastic bag.
- Please make a note of the barcodes for documentation and entering into WEBDCU.

For Sera (max 20 vials per study day):

- Draw 2 SST tubes 8.5ml per day for the first 7 days of the study.
- Try to stay consistent in collection time (same time each day, eg: morning draw)
- Allow blood to clot for 30 minutes (**for serum only**),
- Spin at ~1500g (~3600rpm) for 15 minutes (**for sera and plasma only**) Serum and plasma should be spun within two hours of collection.
- Remember sera is collected all seven study days; however, there may be instances when it is not possible to collect every day.
- Aliquot 0.5 ml of sera into each of the twenty cryovials for each study day.
- Please remember, we only want twenty 0.5 ml aliquots of sera per study day (do not aliquot more than 20 vials per day or 140 sera vials total per patient)
- After obtaining the bag of labels, take out the labels marked SERA.
- Start with the lowest barcode number (bottom left corner label).
- Label the SERA labels with the patient EDC ID number and collection date.
- Place one label on each aliquot of sera.
- Make sure you label the sera aliquots sequentially – both in a given day and for all seven study days.
- Place the labeled sera aliquots in the freezer until ready to ship.
- Please make a note of the barcodes for documentation and entering into WEBDCU.

For Sera and Plasma aliquot 0.4-0.5mL in each cryovial (DO NOT FILL TO THE TOP).

****Serum and Plasma expand during the freezing process and if it is filled to the top, the vial will crack.**

For Frozen Tissue:

- Obtain fresh liver tissue at the time of explants or autopsy.
- In the operating room or in the pathology/autopsy laboratory obtain 10-20 g, a lobe or several chunks, of the fresh liver tissue, and **divide in pieces to fit in the 2 ml cryovials provided by the repository.**
- Use the pre-printed labels for tissue and complete the subject ID information.
- Immediately store the vials at -80°.
- Please make a note of the barcodes for documentation and entering into WEBDCU.

For Tissue Blocks and/or Slides:

- Try to obtain 1 to 2 blocks from your pathology department. There should be plenty of material in cases where there is an explant or autopsy.
- Only if no blocks are available, should you try and obtain unstained slides. There may be a charge involved at your site and unfortunately we do not have the funds to reimburse you specifically for these charges.
- Label specimens with pre-printed labels provided by the NIDDK repository for tissue.

Liver tissue samples in the form of stained or unstained slides or tissue blocks are to be sent to the NIDDK Repository from all patients who have a liver biopsy, liver transplant or autopsy.

Labeling

- Please DO NOT write the patient's name or any other personal identifiers.
- Pre-printed sample type specific labels will be provided by NIDDK repository.
- The following information will be on the pre-printed labels:
 - Barcode # (specific to each vial)
 - ALF site # and NIDDK site #
- The following information needs to be completed by the lab personnel at the site:
 - Patient EDC ID #
 - Date of collection

Study day will be calculated on the manifest (WEBDCU) using the admission date.

- **Do not use paper labels, tape, or any other label; since the barcodes are essential for identification at the repository. Also, make sure that the label is affixed such that the barcode is visible.**
- To fill out the needed information on the labels, please use Ultra fine point permanent markers, or cryopens.
- The above instructions are for ALI or ALF bio-sample processing. However, use the black labels for ALF and the blue labels for ALI. It is imperative to use the ALI labels for ALI samples and ALF labels for ALF, since the subject ID remains the same, these barcodes play a major role in identifying which study they belong to.

Storage

- Freeze samples at -80°C within two hours of draw (for short-time storage, freezing at -20°C is adequate, but not optimal).
- Store vials on a rack or in a freezer box in an upright position until ready to ship.

Logging in WEBDCU

- Document all the required information in the bio-sample collection form in WEBDCU:
 - Starting and ending Barcode # for each sample type.
 - **Sample type: Sera, Plasma, Urine or tissue (please note the correct code)**

ALFSG Bio-Sample Collection

1) Enter data into Bio-Sample Collection Form: 09

WebDCU™ALFSG View Record: Bio-Sample Collection List Data

CRF ID: 175632	Form 09: Bio-Sample Collection			Rule Status:	DCR:	
Site: [REDACTED]	Subject: [REDACTED]	Visit: ALI Day 2	Submit: 28-Feb-2012 14:42 ET	DM Review: 28-Feb-2012 14:42 ET System	Monitor Verify:	
No.	Item Description			Data Value		
a	Sample Collected?			<input type="radio"/> No <input checked="" type="radio"/> Yes		
b	Collection Date			25-Feb-2012 (dd-mm-yyyy)		
No.	A Starting Barcode	B Ending Barcode	D Specimen Type	E Volume (mL)	F Tissue Format	G Pathology Report Collected
1-1	B048247	B048250	P: Plasma	0.5 <input type="text"/>	<input checked="" type="radio"/> Frozen <input type="radio"/> Slides <input type="radio"/> Block	
1-2	B048252	B048256	C: Citrated Plasma	0.5 <input type="text"/>	<input checked="" type="radio"/> Frozen <input type="radio"/> Slides <input type="radio"/> Block	<input type="radio"/> No <input checked="" type="radio"/> Yes
1-3	B048012	B048027	S: Serum	0.5 <input type="text"/>	<input checked="" type="radio"/> Frozen <input type="radio"/> Slides <input type="radio"/> Block	<input type="radio"/> No <input checked="" type="radio"/> Yes
C Comments						

Last updated by Anna Wiggins on 28-Feb-2012 14:42 ET

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2) Go to the Project Management tab and select Bio-Sample Manifest:



WebDCU™ALFSG View Record: Bio-Sample Collection

Home Subject CRF Data Management Project Management Project Setup System Admin

CRF ID: 175632 Form 09: Bio-Sample Collection

Site: [redacted] Subject: [redacted] Visit: ALI Day 2 Submit: 29-Feb-2012 14:42 ET Rule Status: DM Review: 29-F

Undo Accepted Delete CRF Data View Audit Trail

No.	A Starting Barcode	B Ending Barcode	D Specimen Type	E Volume (mL)	F Tissue Format	G Study Report Collected
1-1	B048247	B048250	P: Plasma	0.5	<input type="radio"/> Frozen <input type="radio"/> Slides <input type="radio"/> Block	<input type="checkbox"/> No <input type="checkbox"/> Yes
1-2	B048252	B048256	C: Citrated Plasma	0.5	<input type="radio"/> Frozen <input type="radio"/> Slides <input type="radio"/> Block	<input type="checkbox"/> No <input type="checkbox"/> Yes
1-3	B048012	B048027	S: Serum	0.5	<input type="radio"/> Frozen <input type="radio"/> Slides <input type="radio"/> Block	<input type="checkbox"/> No <input type="checkbox"/> Yes

3) A complete manifest listing for your site will be propagated. You can sort by any of the columns by clicking inside of the box to activate the filter. See blue arrows.

4) The manifest prints only 1 subject at a time. If you have 3 subjects, you will need to print 3 separate manifests. Please click on the green arrow to print out copy of manifest.

WebDCU™ALFSG List Records: Bio-Sample Manifest

Home Subject CRF Data Management Project Management Project Setup System Admin

Date Collected: 26-Jul-2013

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#	Study Name	Vial Number	Site ID	Subject ID	Date Collected	Day Collected	NDDK Site	Sample ID	Specimen Type	Tissue Format	Volume
1	ALF	2095160	13	4497	26-Jul-2013	Day 6	582	582-13-4497-06	S: Serum		0.5
2	ALF	2095161	13	4497	26-Jul-2013	Day 6	582	582-13-4497-06	S: Serum		0.5
3	ALF	2095162	13	4497	26-Jul-2013	Day 6	582	582-13-4497-06	S: Serum		0.5
4	ALF	2095163	13	4497	26-Jul-2013	Day 6	582	582-13-4497-06	S: Serum		0.5
5	ALF	2095164	13	4497	26-Jul-2013	Day 6	582	582-13-4497-06	S: Serum		0.5
6	ALF	2095165	13	4497	26-Jul-2013	Day 6	582	582-13-4497-06	S: Serum		0.5
7	ALF	2095166	13	4497	26-Jul-2013	Day 6	582	582-13-4497-06	S: Serum		0.5
8	ALF	2095167	13	4497	26-Jul-2013	Day 6	582	582-13-4497-06	S: Serum		0.5
9	ALF	2095168	13	4497	26-Jul-2013	Day 6	582	582-13-4497-06	S: Serum		0.5
10	ALF	2095169	13	4497	26-Jul-2013	Day 6	582	582-13-4497-06	S: Serum		0.5
11	ALF	2095170	13	4497	26-Jul-2013	Day 6	582	582-13-4497-06	S: Serum		0.5
12	ALF	2095171	13	4497	26-Jul-2013	Day 6	582	582-13-4497-06	S: Serum		0.5
13	ALF	2095172	13	4497	26-Jul-2013	Day 6	582	582-13-4497-06	S: Serum		0.5
14	ALF	2095173	13	4497	26-Jul-2013	Day 6	582	582-13-4497-06	S: Serum		0.5
15	ALF	2095174	13	4497	26-Jul-2013	Day 6	582	582-13-4497-06	S: Serum		0.5
16	ALF	2095175	13	4497	26-Jul-2013	Day 6	582	582-13-4497-06	S: Serum		0.5
17	ALF	2095176	13	4497	26-Jul-2013	Day 6	582	582-13-4497-06	S: Serum		0.5
18	ALF	2095177	13	4497	26-Jul-2013	Day 6	582	582-13-4497-06	S: Serum		0.5
19	ALF	2095178	13	4497	26-Jul-2013	Day 6	582	582-13-4497-06	S: Serum		0.5
20	ALF	2095179	13	4497	26-Jul-2013	Day 6	582	582-13-4497-06	S: Serum		0.5
21	ALI	B060827	13	4498	26-Jul-2013	Day 4	582	582-13-4498-04	S: Serum		0.5
22	ALI	B060828	13	4498	26-Jul-2013	Day 4	582	582-13-4498-04	S: Serum		0.5
23	ALI	B060829	13	4498	26-Jul-2013	Day 4	582	582-13-4498-04	S: Serum		0.5
24	ALI	B060830	13	4498	26-Jul-2013	Day 4	582	582-13-4498-04	S: Serum		0.5
25	ALI	B060831	13	4498	26-Jul-2013	Day 4	582	582-13-4498-04	S: Serum		0.5
26	ALI	B060832	13	4498	26-Jul-2013	Day 4	582	582-13-4498-04	S: Serum		0.5
27	ALI	B060833	13	4498	26-Jul-2013	Day 4	582	582-13-4498-04	S: Serum		0.5
28	ALI	B060834	13	4498	26-Jul-2013	Day 4	582	582-13-4498-04	S: Serum		0.5

5) Print manifest and include with shipment of samples:

WebDCU™ALFSG		ALFSG BioSample Manifest for Subject 4032										Back to Home
Study Name	Site ID	Site Name	Subject Code	Vial Barcode	Date Collected	Study Day	NECOK Site ID	Sample ID	Specimen Type	Tissue Format	Volume	
ALI	15	Yale University	4032	8031852	3/7/2011	Admission	008	808-24-4032-01	3			
ALI	15	Yale University	4032	8031853	3/7/2011	Admission	008	808-24-4032-01	3			
ALI	15	Yale University	4032	8031854	3/7/2011	Admission	008	808-24-4032-01	3			
ALI	15		4032	8031855	3/7/2011	Admission	008	808-24-4032-01	3			
ALI	15		4032	8031856	3/7/2011	Admission	008	808-24-4032-01	3			
ALI	15		4032	8031857	3/7/2011	Admission	008	808-24-4032-01	3			
ALI	15		4032	8031858	3/7/2011	Admission	008	808-24-4032-01	3			
ALI	15		4032	8031859	3/7/2011	Admission	008	808-24-4032-01	3			
ALI	15		4032	8031860	3/7/2011	Admission	008	808-24-4032-01	3			
ALI	15		4032	8031861	3/7/2011	Admission	008	808-24-4032-01	3			
ALI	15		4032	8031932	3/7/2011	Admission	008	808-24-4032-01	4			
ALI	15		4032	8031933	3/7/2011	Admission	008	808-24-4032-01	4			
ALI	15		4032	8031934	3/7/2011	Admission	008	808-24-4032-01	4			
ALI	15		4032	8031935	3/7/2011	Admission	008	808-24-4032-01	4			
ALI	15		4032	8031936	3/7/2011	Admission	008	808-24-4032-01	4			
ALI	15		4032	8031937	3/7/2011	Admission	008	808-24-4032-01	4			
ALI	15		4032	8031938	3/7/2011	Admission	008	808-24-4032-01	4			
ALI	15		4032	8031939	3/7/2011	Admission	008	808-24-4032-01	4			
ALI	15		4032	8031940	3/7/2011	Admission	008	808-24-4032-01	4			
ALI	15		4032	8031941	3/7/2011	Admission	008	808-24-4032-01	4			
ALI	15		4032	8031252	3/7/2011	Admission	008	808-24-4032-01	1			
ALI	15		4032	8031253	3/7/2011	Admission	008	808-24-4032-01	1			
ALI	15		4032	8031254	3/7/2011	Admission	008	808-24-4032-01	1			
ALI	15		4032	8031255	3/7/2011	Admission	008	808-24-4032-01	1			
ALI	15		4032	8031256	3/7/2011	Admission	008	808-24-4032-01	1			
ALI	15		4032	8031257	3/7/2011	Admission	008	808-24-4032-01	1			
ALI	15		4032	8031258	3/7/2011	Admission	008	808-24-4032-01	1			
ALI	15		4032	8031259	3/7/2011	Admission	008	808-24-4032-01	1			
ALI	15		4032	8031260	3/7/2011	Admission	008	808-24-4032-01	1			
ALI	15		4032	8031261	3/7/2011	Admission	008	808-24-4032-01	1			
ALI	15		4032	8031262	3/7/2011	Admission	008	808-24-4032-01	1			
ALI	15		4032	8031263	3/7/2011	Admission	008	808-24-4032-01	1			
ALI	15		4032	8031264	3/7/2011	Admission	008	808-24-4032-01	1			
ALI	15		4032	8031265	3/7/2011	Admission	008	808-24-4032-01	1			
ALI	15		4032	8031266	3/7/2011	Admission	008	808-24-4032-01	1			
ALI	15		4032	8031267	3/7/2011	Admission	008	808-24-4032-01	1			
ALI	15		4032	8031268	3/8/2011	Day 2	008	808-24-4032-02	1			
ALI	15		4032	8031269	3/8/2011	Day 2	008	808-24-4032-02	1			

Shipping instructions for Frozen Samples and Tissue:

Before shipping, make sure each aliquot has the appropriate barcode label, and verify that the contents of each box are reflected accurately on the shipping manifest. It is extremely important that all the vials are recorded in the log with all the correct information **specially sample type**. It is very important to confirm and verify that the manifest reflects the exact vials that are being shipped.

- **Please make sure that all the samples from one patient are shipped in one shipment together, do not split the samples of one patient into separate shipments.**
- Batch-ship samples every 3 months or when you have 3-5 patients' samples.
- Use provided shipping boxes with appropriate labels:
 - ☐ **Diagnostic Specimens label**
 - ☐ **Dry ice label= include amount in kg**
 - ☐ **FedEx air bill**
 - ☐ **Put some dry ice in bottom of the shipper.**
- Place frozen samples that are in storage boxes inside plastic bag, then seal plastic bag. Place plastic bag containing specimen box in white tyvek bag. Place the tyvek bag into the shipper. After the last storage box is in the shipper, fill with more dry ice to the top, and put the lid on.
- Put a copy of the manifest on top of the lid.

- Separate samples by days and by patients.
- Ship specimens on dry ice on **Monday thru Wednesday only**.
- Ship to the NIDDK Bio-sample Repository at

Precision for Medicine

**8425 Precision Way, Suite M
Frederick, MD 21701**

- On day of shipment: Notify / email the repository and copy Nahid Attar that you are shipping samples. Please include the FED EX tracking # and a copy of the manifest in Excel format in the email.

Shipping Tissue Blocks or Slides, (Ambient Shipping):

- Batch-ship samples every 3 months or when you have 3-5 patients' samples.
- **Contact the NIDDK Bio-sample repository when ready to ship and they will send the sites ambient shipping boxes with appropriate labels upon request.**
- **“UN3373 Diagnostic Specimens” label**
- **FedEx air bill**
- Put a copy of the specimen list on top of the lid.
- Ship to the NIDDK Bio-sample Repository at:

Precision for Medicine

**8425 Precision Way, Suite M
Frederick, MD 21701**

If you have any questions regarding bio sample processing or collection, please contact Nahid Attar or Jody Rule. Also, please let us know when you begin to run low on any supplies so that we can send you what you need in a timely manner.

We hope that this step by step guide will be helpful. Feel free to contact us with any questions.

Thank you.

DNA Blood Sample Collection for AALF/AALI Study

UT Southwestern Medical Center
5959 Harry Hines Blvd.
Professional Office Building 1, Ste. 420
Dallas, TX 75390

Contact Information for any questions:
EMAIL: ALFDNA@UTSouthwestern.edu
PHONE: (214) 645-6188 or (214) 645-6256
WEBDCU: <https://dcu.musc.edu/ctms/login.asp>

- Collect blood specimen in the 2 10 ml purple (EDTA) top tubes. **Be sure to invert each tube gently 8 to 10 times to mix blood with additives and keep them at room temperature. Do not centrifuge or freeze.**
- Complete (EDC ID # and collection date) and attach ID labels to the tubes. **DO NOT write the patient's name or any other personal identification information (e.g. SS#, DOB) on the tubes.**

DNA Sample Shipment to UTSW

- 1) Enter data into DNA Collection CRF: 35. A DNA tracking number will be generated once the CRF is submitted.
- 2) Go to the Project Management tab and select DNA Sample Shipping.

UCU™ALFSG View Record: DNA Collection

Home Subject CRF Data Management + Project Management + Project Setup + System Admin +

Log Out

DCR Edit CRF View Audit trail

F ID: 198128 Form 35: DNA Collection Rule Status: DM Review:

Site: [redacted] ina Subject: [redacted] Visit: ALI Admission Submit: 17-Jul-2013 11:14 E [redacted] DCR: Monitor Verify:

Item Description	Data Value
Sample Collected?	<input type="radio"/> No <input checked="" type="radio"/> Yes
Collection Date	17-Jul-2013 (dd-mmm-yyyy)
How many DNA samples were collected?	<input checked="" type="radio"/> 1 <input type="radio"/> 2
General Comments	

Bio-Sample Attribute Tracking
Bio-Sample Manifest
Bio-Sample NIDDK Data Import
Bio-Sample Selection Request
Bio-Sample Selection Result
DNA Sample Processing
DNA Sample Receiving
DNA Sample Shipping ←
DNA Sample Shipping to Repository
My Lists
Project Documents
Screen Failure Log
Site

3) Locate Subject and click on # in blue column.

WebDCU™ALFSG List Records: DNA Sample Shipping [Home](#) | [Subject CRF](#) | [Data Management](#) | [Project Management](#) | [Project Setup](#) | [System Admin](#) | [Log Out](#)

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#	Subject	Site	DNA tracking Nb	DNA sample shipped on	Packing Slip
21	4072	Virginia Commonwealth University	4072-2		
22	4086	Yale University	4086-1		
23	4099		4099-1		
24	4099		4099-2		
25	4101		4101-1		
26	4218		4218-1		
27	4218		4218-2		
28	4235		4235-1		
29	4294		4294-1		
30	4376		4376-1		
31	4394		4394-1		
32	4394		4394-2		
33	4398		4398-1		
34	4388		4388-2		
35	4396		4396-1		
36	4401		4401-1		
37	4404		4404-1		
38	4404		4404-2		
39	4406		4406-1		
40	4407		4407-1		

All information is generated based on data currently in the database. WebDCU™ALFSG assumes no responsibility for the use of this report. This report may contain protected health information covered by the Health Insurance Portability and Accountability Act (HIPAA). You are prohibited from disclosing this information without the specific written consent of the person to whom it applies. All records within this data export are non-unique identifiers for identification the confidentiality of these records data.

4) Click 'Edit Record'.

WebDCU™ALFSG View Record: DNA Sample Shipping [Home](#) | [Subject CRF](#) | [Data Management](#) | [Project Management](#) | [Project Setup](#) | [System Admin](#) | [Log Out](#)

No.	Item Description	Data Value
1	Subject	4406
2	Site	
3	DNA tracking Nb	4406-1
4	DNA Collection CRF ID	195604
5	DNA sample shipped on	
6	FedEx tracking number	
7	Shipping Notes	
8	Shipping entered by	
9	Shipping entered on	
10	Packing Slip	

[Edit Record](#) [List Record](#)

5) Enter data and 'Save Record' located at the bottom of the CRF.

No.	Item Description	Data Value
1	Subject	4406
2	Site	[REDACTED]
3	DNA tracking Nb	4406-1
4	DNA Collection CRF ID	195604
5	DNA sample shipped on	<input type="text"/> (dd-mm-yyyy) Complete
6	FedEx tracking number	<input type="text"/> (30 char.)
7	Shipping Notes	<input type="text"/> (300 char.)
8	Shipping entered by	(to be assigned by the system)
9	Shipping entered on	(to be assigned by the system)

Last updated by WebDCU on 10-Jul-2013 14:46 ET

Save Record

Cancel Edit

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WebDCU™ALFSG

View Record: DNA Sample Shipping

home | Subject List | Data management | Project management | Project setup | System Admin

Log Out

Edit Record List Record

No.	Item Description	Data Value
1	Subject	4406
2	Site	[REDACTED]
3	DNA tracking Nb	4406-1
4	DNA Collection CRF ID	195604
5	DNA sample shipped on	18-Jul-2013 (dd-mm-yyyy)
6	FedEx tracking number	1906832965632
7	Shipping Notes	DNA Samples
8	Shipping entered by	Lynn Patterson
9	Shipping entered on	18-Jul-2013 09:54 ET
10	Packing Slip	2308

Last updated by Lynn Patterson on 10-Jul-2013 09:54 ET

6) Print packing slip and ship DNA samples to UTSW.

7) Double check that the ID information on the tubes matches that on the Shipping Form.

Please ship DNA samples Sundays (Monday delivery) through Thursday (Friday delivery) only.

Packaging instructions:

- 1) Place tubes in the styrofoam mailer. Secure with lab tape (**Do not place tape across labels, as this can deface the ID #**).
 - 2) Place absorbent pad on top of secured tubes and close styrofoam mailer.
 - 3) Seal styrofoam box with red waterproof tape.
 - 4) Place sealed styrofoam mailer in plastic bag and insert mailer into cardboard shipping box.
 - 5) Place shipping form inside cardboard shipping box, outside plastic bag.
 - 6) Close cardboard shipping box and affix prepaid shippers label (UN3373, site address) as well as FEDEX airbill.
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- Please notify UT Southwestern (**send email to ALFDNA@UTSouthwestern.edu**) of DNA sample shipment.
 - Please document DNA collection on **DNA collection form** @WEBDCU (<https://dcu.musc.edu/ctms/login.asp>) and DNA shipment to UTSW on **DNA sample shipping form** under project management tab.

 - Call Federal Express (1-800-GO-FEDEX) to schedule a pick-up. Be sure to give FedEx the zip code of the pickup address, not that of the destination. **Do not put mailer in a FedEx drop box.**

Summary ALF/ALI Sample Collection

	SD1	SD2	SD3	SD4	SD5	SD6	SD7
DNA	x						
Urine	x						
Plasma	x						
Sera	x	x	x	x	x	x	x
Tissue	x	x	x	x	x	x	x

Notes:

DNA can be collected at any time; it doesn't have to be Day 1
 Urine and Plasma **should** be collected on Day 1, but collect on a later day if unable to obtain blood on Day 1
 SD1/Admission to study is the day the patient is **consented** and enrolled
 Please collect sera for all seven days, but if unable, be sure and label the vials with the correct date
 Tissue should be collected during inpatient visit only if available

ALF/ALI Sample Processing

DNA

Collect two lavender top vials included in the kit from UTSW
 Make sure the tubes do not have any patient identifiers labeled on them besides the patient #
 Ship the DNA the same day ambient as stated to UTSW

Urine

Collect a 15ml vial with urine
 Aliquot 1.0ml urine into the cryovials
 Use the appropriate labels with the patient #, study date & "Urine"

Plasma

Collect 4 ml EDTA (lavender) tube and 4.5 ml Citrate (blue) top
 Centrifuge
 Aliquot 0.5ml of plasma into the cryovials
 Use the appropriate labels with the patient #, study date & "Plasma" and "Plasma C"

Sera

Collect two 8.5ml tiger top tubes every study day (7)
 Allow the tubes to sit for 30min before centrifuging
 Aliquot 0.5ml sera into the cryovials
 Use the appropriate labels with the patient #, study date, study day & "Sera"
 ex) 52-10-0142-01, 23 Nov 2009, Sera Day 1

Tissue

Collect 10-20 g of liver biopsy, explant or autopsy tissue from pathology
 Blocks, Slides (stained or unstained)

For more details on processing, please see the Instructions for ALF and ALI Sample Processing

Sample Codes			
Field	Name	Code	Note
Condition	Diluted	D	
	Fixed	F	Slide
	Fixed, Stained	FS	Slide
	Flash frozen	FF	
	Formalin	FL	
	Gluteraldehyde	G	
	Hemolysed	H	blood
	Lysed	L	blood
	OCT	O	
	Parafin embedded, unstained	P	Histo blocks
RNALater	R		
Specimen	Blood	B	
	Buffy coat	BC	
	Cells	C	
	DNA	D	
	PBMC	PB	
	Plasma	P	
	RBC	R	red blood cells, erythrocytes
	Serum	S	
	Tissue	T	
	Urine	U	
Citrated Plasma	C		