

**SAMPLE TRACKING FORM (ST)**

<b>DATA SECTION</b>	<b>COMPLETION INSTRUCTIONS</b>
GENERAL INFORMATION	<p>The Sample Tracking form (ST) is completed at every protocol evaluation that requires a blood sample collection, regardless of whether a sample was successfully collected.</p> <p>Sample collection time points are Screen 1, Screen 2, Baseline, Treatment days 1, 2, 7, 14, 21, and 28, Treatment weeks 8, 12, 24, 36, and 48 and Follow-up weeks 4, 12, 24, 36, and 48.</p> <p>Kits for each collection time point will be provided by BBI Biotech Research Labs. Kits will contain collection instructions, collection materials, writable labels for the collection tubes, and barcode labels for the ST form.</p> <p>The ST form must be entered into MATRIX on the day of sample collection to initiate the sample tracking system, regardless of whether samples were successfully collected. BBI Biotech personnel will use the MATRIX system the following day to confirm receipt of samples.</p>
PATIENT ID	Record the patient’s ID number in the top right hand corner of the page.
COLLECTION INFORMATION	<p><b>GENERAL INSTRUCTIONS:</b></p> <p>From Baseline through Treatment Day 28 the blood sample must be collected prior to the administration of the peg-interferon dose. During this same 28 day period, the ribavirin and peg-interferon must be taken at the same time of day, based on the time of the initial dose at the Baseline evaluation.</p> <p><b>SPECIFIC INSTRUCTIONS:</b></p> <p><u>Collection Date:</u> Record the date (month/day/year) that the blood sample was collected.</p> <p><u>Military time:</u> Record the time (hour:minute) that the blood sample was collected.</p> <p><u>Samples obtained:</u> Check “Yes” if samples were successfully obtained at the evaluation time point. If samples were not obtained at a given evaluation time point, check “No”.</p> <p><u>Tubes collected:</u> Check “Yes” if all tubes were successfully obtained at the evaluation time point. If all tubes were not collected at a given evaluation time point, check “No”.</p> <p><u>Timepoint:</u> Record the evaluation time point.</p>
BARCODES	<p><b>GENERAL INSTRUCTIONS:</b></p> <p>A set of labels will be provided for each sample collection tube. Each label corresponds to a specific sample collection tube. Refer to the ST form for the labeling scheme.</p> <p>Complete the writable portion of the label and place it on the collection tube. The barcode label must be placed in the appropriate box on the ST form. <b>Do not place barcode labels on the ST form if samples have not been collected in the corresponding collection tubes.</b></p> <p><b>SHIPPING:</b> Follow instructions provided by BBI Biotech. A copy of the ST form must be included as a shipping manifest.</p>