

MTN 039 Rectal Biopsies

LDMS Specimen Tracking Sheet

For login of MTN 039 stored specimens into LDMS

Participant ID	Visit Code	Specimen Collection Date
<input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/>
<i>Site Number Participant Number Chk</i>		<i>dd MMM yy</i>

PK Time Point (circle one): 2 HR 24 HR 48 HR 72 HR

# of TUBES	PRIMARY SPECIMEN	PRIMARY ADDITIVE	ALIQUOT DERIVATIVE	ALIQUOT SUB ADD/ DER	INSTRUCTIONS FOR PROCESSING
<input type="checkbox"/>	Rectal Biopsies – PK FSR (plain top cryovial) Collection Time: _____ : _____ Hour : Min	NON	BPS	N/A	Other Spec ID: PK 1 _____ - _____ = _____ mg 2 _____ - _____ = _____ mg 3 _____ - _____ = _____ mg <i>Post-weight Pre-weight Net weight</i> Time Frozen: _____ : _____ Hour : Min Freeze at ≤-70°C within 1 hour of collection.
<input type="checkbox"/>	Rectal Biopsies – MMC Isolation FSR (conical tube)	BTM	CIO	MET	Transport refrigerated within 30 minutes of collection for local processing. Other Spec ID: MMC
<input type="checkbox"/>	Rectal Biopsy – Histology FSR (ORANGE top cryovial)	FOR	BPS	N/A	Store at room temperature and batch ship to MTN LC.
<input type="checkbox"/>	Rectal Biopsies – PD FSR (conical tube) Collection Time: _____ : _____ Hour : Min	BTM	SUP	RPM	Other Spec ID: Day of culture - D1, D4, D7 etc. Transport biopsies to processing lab within 30 minutes of collection for processing. Weights will be performed by lab during processing. 1 _____ - _____ = _____ mg 2 _____ - _____ = _____ mg 3 _____ - _____ = _____ mg 4 _____ - _____ = _____ mg <i>Post-weight Pre-weight Net weight</i>

Comments: _____

Initials: _____ **LDMS Data Entry Date:** / / _____
Sending Staff Receiving Staff dd MMM yy LDMS Staff

Purpose: This form is used to document collection and entry of MTN 039 specimens into the Laboratory Data Management System (LDMS).

General Information/Instructions: A copy of this form accompanies specimens for storage (in their original specimen collection containers) to the LDMS entry laboratory. Once the specimens have been entered into LDMS, this form is kept on file at the LDMS entry laboratory. If the site chooses, a copy of this completed form may be made once the specimens have been entered into LDMS and the copy kept in the participant's study notebook. This is not required, however. B.

Item-specific Instructions:

- **Visit Code:** Check to make sure the Visit Code recorded on page 1 and page 2 match.
- **NUMBER OF TUBES:** In the box provided, record the total number of tubes or specimens collected for that primary specimen type. If no LDMS specimens of the primary specimen type were collected, record "0."
- **Collection Time:** Record the time that the specimen collection was completed, using the 24-hour clock format.
- **Time Frozen:** Record the time the specimen was frozen using the 24-hour clock format.
- **Post-weight:** Record the weight of the collection device after the sample has been collected.
- **Pre-weight:** Record of the weight of the collection device prior to the sample being collected.
- **Net-weight:** Subtract the pre-weight from the post-weight and record the difference.
- **Initials – Sending Staff:** The clinic staff person who completed the form and/or who is sending the LDMS form and specimens to the LDMS entry lab, records his/her initials here.
- **Initials – Receiving Staff:** The laboratory staff person who received this form (and the LDMS specimens accompanying the form), records his/her initials here.
- **LDMS Data Entry Date:** Record the date the LDMS specimens listed on this form were entered into LDMS.
- **LDMS Data Entry Date – LDMS Staff:** The LDMS laboratory staff person who entered the specimens into LDMS, records his/her initials here.

LDMS CODES:

BPS: Biopsy

BTM: Biopsy Transport Media

FOR: Formalin

FSR: Rectal biopsy by flexible sigmoidoscopy

NON: None

RPM: RPMI 1640

SUP: Supernatant

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