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| **SAMPLE TRACKING AND PROCESSING LOG** | | | |
| **Trial Title/Acronym:** |  | **HREC No:** | |
| **Trial Sponsor:** |  | **Site Name:** | |
| **Initial Sample Type Key:** | W = Whole Blood  T = Tissue  U = Urine  RS = Rectal Swab  Other; please specify | **Fractions Key:** | P = Plasma  S = Serum  WB = Whole Blood  PBMC = Peripheral Blood Mononuclear cytes  DNA  RNA  FFPE = Formalin Fixed Paraffin Embedded Block  Other; please specify |
| **This log is to be filled out with the relevant information available to the individual filling out each entry. When information is unavailable for the sample, fill in column with N/A to represent ‘not available’. For example, if a third party is responsible for processing the sample collected and the time of processing is unavailable at the time of filling out the sample row enter in ‘N/A’.**  **Please indicate below if there are third party responsibilities in the chain of custody of this study’s biospecimen collection, processing, storing, or shipping.**  **NOTE: If more than one fraction is obtained from an initial sample, following ‘Time Processed’ column, a new ‘Fraction Obtained’ row should be used per each fraction and subsequent storage and/or shipping of each sample fraction. Example found below template.** | | | |
| **Third Party:**  E.g. Lab services, biobanking, pathology | | | |

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| **Participant ID No.** | | **Visit/Time point**  (i.e. Baseline, Visit 1, Visit 2, End of Treatment etc) | **Sample ID** | **Initial Sample Type**  (Refer to Key above) | **Collection Date**  (DD/MM/YYYY) | **Collection Time** (24hr) | **Time Processed**  (24hr) | **Fractions Obtained** (Refer to Key above) | **Time placed in Storage** (24hr) | **Sample Storage Location**  (Department inc. shelf/box/ column/row (N/A if specific location not known within department)) | **Storage Type** (inc. ambient, refrigerated, liquid nitrogen, frozen (-20/-80) | **Sample Processed by**  (Staff Initials) | **Shipping** | |
| **Date Shipped** | **Tracking number** |
| 1 | Example 1  0901 | Visit 2 | #36874 | W | 16/05/2023 | 9:04 | N/A | P | N/A | Lab services, N/A | Frozen (-20) | J.D. |  |  |
| 2 |  |  |  |  |  |  |  | S | N/A | Lab services, N/A | Refrigerated | J.D. | 17/05/23 | 006417289 |
| 3 | Example 2  0904 | Baseline | 39241 | W | 20/06/2023 | 11:12 | N/A | WB | N/A | Biobanking, N/A | Refrigerated | S.W. |  |  |
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