



BHFU Biospecimen Shipping and Receiving Form

Batch ID Number:

Version:1.0
Revised: 11/7/2022

Instructions: Part 1 of this form is to be completed by the field center staff to document the shipping of the biospecimen collection to the ACHIEVE BHFU repository. If using this technology, scan the participant ID to auto-fill the ID number into your Data Entry System. Double-check participant ID # documented on this form with ID # of each sample during the packing of specimens. Part 2 is to be completed by the BHFU Repository staff upon receipt of the shipment.

Part 1: Shipping (to be completed at the field center)

From: Forsyth County <input type="checkbox"/> Minneapolis <input type="checkbox"/> Jackson <input type="checkbox"/> Washington County <input type="checkbox"/>	To: Kelly Weicht/Melissa Minotti ACHIEVE Central Repository Johns Hopkins Comstock Center 1100 Dual Highway Hagerstown, MD 21740
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Staff Initials (shipping): Shipped Date: (MM/DD/YYYY) / /

Number of Pages Attached: Time Packed: : (HH:MM in 24 hr. clock)

BHFU enrollment visit _____ BHFU Year 3 _____

Field Center Comments: _____

Example of Complete Sample

Field Center Comments: _____	# of Vials	Cap Color
#1 (plasma)	6	Lavender
#1 (buffy coat)	1	Brown

Part 2: Receiving (to be completed at the ACRL lab)

Staff Initials (receiving): Date Received: (MM/DD/YYYY) / /

Scan the participant ID label for each collection of specimens and record the number of vials enclosed and condition code for each category (examples below) **before shipping and upon arrival**. (If more than one code for a specimen, choose "Other" and specify in a notelog).

Sample Condition Codes

00 Good Condition	06 Hemolyzed
01 Thawed	07 Lipemic
02 Warm	08 Short Sample
03 Broken Bag/Vial	09 No Sample
04 Missing Label	10 Other on arrival
05 Other on shipping	

Participant ID:		Affix Avery barcode label here				
		Shipping		Receiving		
Type (Cap Color)	# Vials Shipped	Condition Code (Shipping)	Field Center Comments	# Vials Received	Condition Code (Receiving)	Lab Comments (Receiving)
Plasma (Lavender)						
Buffy (Brown)						

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