# **Submission and Receipt Flow Diagram**

#### Sample Preparation and QC/ Review Biospecimen Guidelines

Submission site: H3A Biospecimens processed for extraction and QC → DNA stored for the specified period and at a specified condition. Reviews Biospecimen Guidelines to become familiar with submsission processes in preparation for first shipment

#### **Receipt Confirmation and Query Form**

Host Biorepository → Confirms receipt of shipment via Receipt Confirmation and Query Form, Document is sent to Submission site. Queries addressed, Host Biorepository ensures verification of Shipment manifest for completeness

# Host Biorepository: QC, Storage and Data importation

QC performed on selected % of Biospecimens, received at Host B iorepository. Biospecimens deposited in Host Biorepository freezer. Importation of data into LIMS.

#### **Biospecimen Notification Form**

Submission site alerts the Host Biorepository about submission of a biospecimen batch and sends Biospecimen Notification Form.

#### Shipment manifest

Submission site to complete Shipment manifest. Sample transport to Host Biorepository via chosen courier service at required temperature conditions. Submission site and Host Biorepository will track using the shipment Waybill number.

### On Line Catalogue (BIONET)

Host Biorepository forwards data of biospecimens received and stored to BIONET, Bionet will update the Online Catalogue

#### **Biospecimen Deposit Guidelines**

Host Biorepository confirms submission request and provides instructions and forms via Shipping Guidelines.

#### **Biospecimen Deposit Guidelines**

Submission site prepares biospecimens with associated QC data for shipment along with checklists. Also Ensure MTA, IRB Approval, Import and export permits are exchanged with Host Biorepository



### **SHIPMENT NOTIFICATION INSTRUCTIONS**



### **INSTRUCTIONS**

- Complete appropriate section of the Notification and Manifest and upload to secure FTP as stipulated by Biorepository site .
- Once Shipment Notification and Manifest has been uploaded on specified FTP site, please email specified Biorepository contact confirmation of upload PRIOR to shipping specimens.
- Biorepository site will confirm receipt of Shipment Notification and Manifest via email to specified Submission Site Contact.
- ONLY once the above step have been completed successfully may shipping of samples take place.
- PLEASE NOTE: ONLY COMPLETE RELEVANT SECTIONS OF THE DOCUMENT AND COMPLETE EACH SECTION ACCORDING TO ACTUAL SHIPMENT CONDITIONS (ambient vs. frozen).

### **SHIPMENT NOTIFICATION**



## SUBMISSION SITE SECTION

PAGE 1 TO BE COMPLETED BY THE SAMPLE SUBMISSION SITE AND PAGE 2 BY **RECIPIENT** BIOREPOSITORY AFTER RECIEPT OF SHIPMEN

SECTION 1		RECIPIENT INFOR	MATION
H3A Biorepository			
Study Name			
Address			
Country			
Contact Person			
Contact Number			
Email			
Additional Contact Person			
SECTION 2		SHIPMENT INFOR	MATION
Biospecimen Submission Site			
Sender's Name			
Sender's Contact Number			
Date of Shipment			
Courier Service			
Courier Waybill Number			
Shipping Manifest	Manifest Inc	cluded	
Shipment Batch Number(s)			
Number of Shipping Containers			
Shipment Conditions	Ambient	Controlled Ambient	Dry Ice
Dry Ice Information (Date and Time of Fill)			
Additional Comments			
SECTION 3		SPECIMEN INFOR	MATION
Type of Shipment			
Number of Boxes			
Number of Specimens	Plasma		
	Serum		
	DNA		
	Other		Please specify
	Yes	No	
All specimens herein were collected with			
prior IRB approval, patient/participant			
informed consent including genetic material	1		
and long term storage			
Date			
Date:			

### **SHIPMENT NOTIFICATION**

Signed by:	
Signature	



### **BIORESPOSITORY SITE SECTION**

PAGE 1 TO BE COMPLETED BY THE SAMPLE SUBMISSION SITE AND PAGE 2 BY RECEIPT BIOREPOSITORY AFTER RECIEPT OF SHIPMENT

SECTION 4	SHIPMENT RECEPTION
Shipment Recieved by	
Date Received	
Visual Inspection (Check for damaged	
containers, boxes and/or specimens)	
Shipment Conditions	Ambient Controlled Ambient Dry Ice
Dry Ice Condition	Acceptable
Paperwork included	Shipment Manifest and Waybill
Temperature	Temparture at receiving:
	☐ Temperature data downloaded
Additional Comments	
Signature	

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COUNTRY OF ORIGIN UNIQUE SPEC ID DE I DENTIFIED PARTICIPANT ID SPECIMEN TYPE

If Applicable
SAMPLE DNA: DNA: PURITY Plasma/Serum:
EXTRACTION METHOD VOLUME CONCENTRATION (260/280) Turbidity

If Applicable Plasma/Serum: Hemolysis