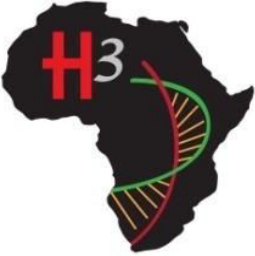
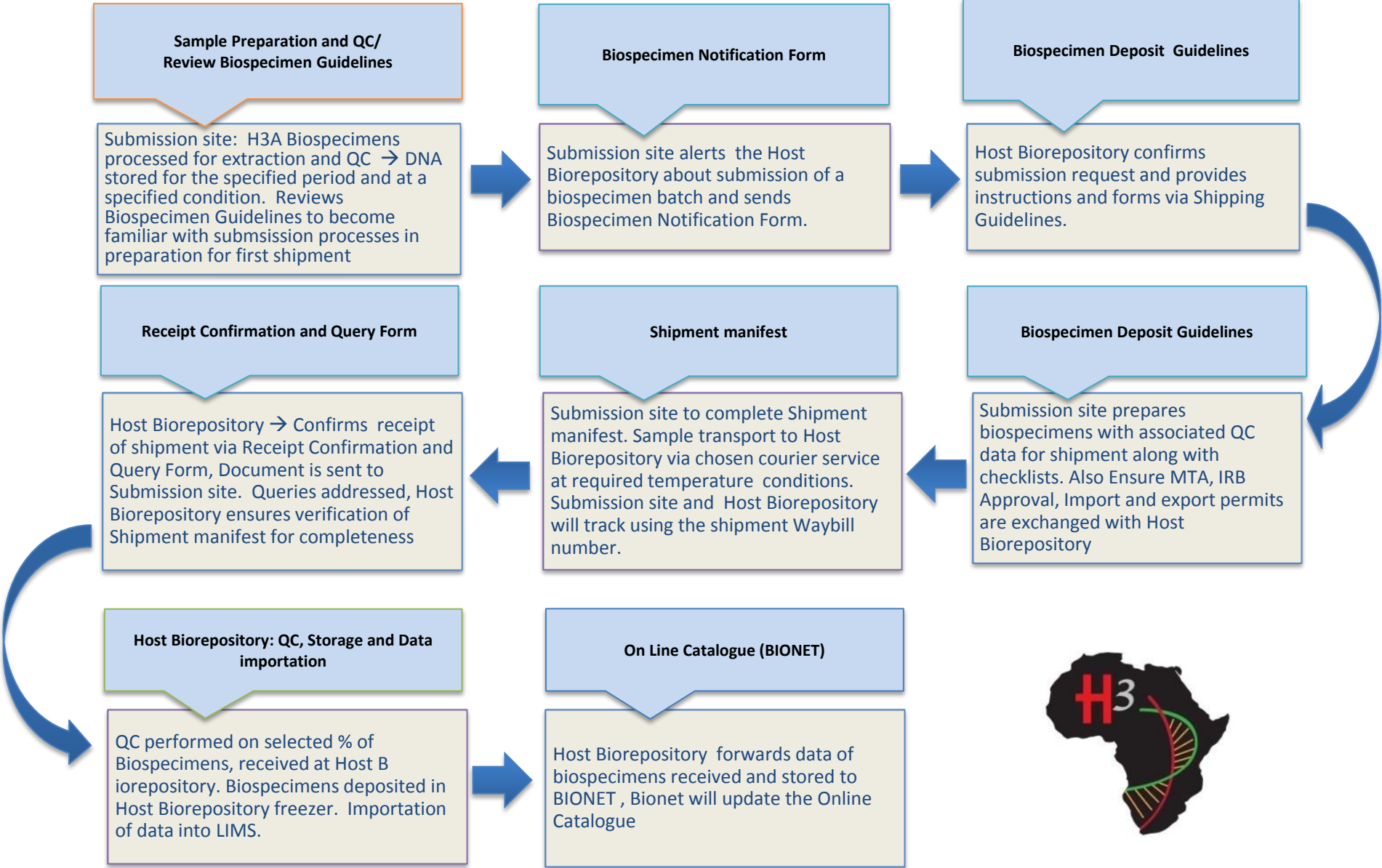
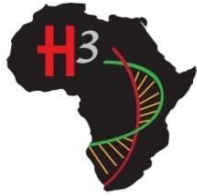


Submission and Receipt Flow Diagram



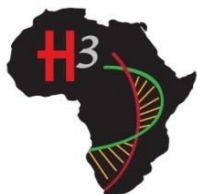
Submission and Receipt Flow Diagram

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).



SUBMISSION SITE SECTION

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

SECTION 1	RECIPIENT INFORMATION
H3A Biorepository	
Study Name	
Address	
Country	
Contact Person	
Contact Number	
Email	
Additional Contact Person	

SECTION 2	SHIPMENT INFORMATION
Biospecimen Submission Site	
Sender's Name	
Sender's Contact Number	
Date of Shipment	
Courier Service	
Courier Waybill Number	
Shipping Manifest	<input type="checkbox"/> Manifest Included
Shipment Batch Number(s)	
Number of Shipping Containers	
Shipment Conditions	<input type="checkbox"/> Ambient <input type="checkbox"/> Controlled Ambient <input type="checkbox"/> Dry Ice <input type="checkbox"/>
Dry Ice Information (Date and Time of Fill)	
Additional Comments	

SECTION 3	SPECIMEN INFORMATION								
Type of Shipment									
Number of Boxes									
Number of Specimens	<table border="1"> <tr> <td>Plasma</td> <td></td> </tr> <tr> <td>Serum</td> <td></td> </tr> <tr> <td>DNA</td> <td></td> </tr> <tr> <td>Other</td> <td>Please specify</td> </tr> </table>	Plasma		Serum		DNA		Other	Please specify
Plasma									
Serum									
DNA									
Other	Please specify								
All specimens herein were collected with prior IRB approval, patient/participant informed consent including genetic material and long term storage	<input type="checkbox"/> Yes <input type="checkbox"/> No								
Date:									

Signed by:	
Signature	



BIORESPOSITORY SITE SECTION

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

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



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LN2

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

PROTOCOL/STUDY GENDER COLLECTION DATE AGE AT COLLECTION BATCH BOX NO POSITION

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