

# MTN 014 Enrollment Visit LDMS Specimen Tracking Sheet

For login of stored specimens into LDMS

<b>Participant ID</b> <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"/> <small>Site Number                  Participant Number                  Chk</small>			<b>Visit Code</b> 2.0		<b>Specimen Collection Date</b> <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <small>dd                  MMM                  yy</small>		
# of TUBES or SPECIMENS	PRIMARY SPECIMEN	PRIMARY ADDITIVE	ALIQUOT DERIVATIVE	SUB ADD/DERV	INSTRUCTIONS FOR PROCESSING LAB		
<input type="checkbox"/>	Blood – <i>Plasma Archive</i> (BLD)	EDT	PL1/2	N/A	Store as many 1ml aliquots as possible with a total volume of aliquots ≥ to 4ml. If held at room temperature, freeze plasma within 4 hours of collection. If refrigerated or on ice, freeze plasma within 24 hours.		
<input type="checkbox"/>	Vaginal Swabs – <i>biomarkers</i> (VAG) <b>Collection Time:</b> ____:____ Hour : Min	PBS	VAG	N/A	Place swab in cryovial with PBS. Freeze within 8 hours of collection.		
<input type="checkbox"/>	Endocervical Swabs - <i>biomarkers</i> (CXS) <b>Collection Time:</b> ____:____ Hour : Min	PBS	CXS	N/A	Place swab in cryovial with PBS. Freeze within 8 hours of collection.		
<input type="checkbox"/>	Cervicovaginal Lavage – <i>PD and Biomarkers</i> (CVL) <b>Collection Time:</b> ____:____ Hour : Min	NSL	FLD	N/A	CVL supernatant for PD and Biomarkers. Freeze at ≤ -70°C within 8 hours of collection.		
			CEN	PBS	CVL cell pellet: suspended in 0.5 mL of PBS and freeze at ≤ -70°C within 8 hours of collection.		
<input type="checkbox"/>	Vaginal Gram Stain Slide (VAG)	NON	SLD	GRS	Label with LDMS label. Store duplicate slides (one for on-site storage, and one for shipping and testing at MTN Network Lab).		
<input type="checkbox"/>	Rectal Sponge – <i>PD and biomarkers</i> (REC) <b>Collection Time:</b> ____:____ Hour : Min	NON	SPG	N/A	1) _____ - _____ = _____ mg 2) _____ - _____ = _____ mg <small>Post-weight      Pre-weight      Net weight</small> <b>Time Frozen:</b> ____:____ Hour : Min Freeze at ≤-70°C within 2 hours of collection. Enter <b>PD</b> into Other Spec ID field of LDMS.		
<input type="checkbox"/>	Urine from hCG (URN) <b>Collection Time:</b> ____:____ Hour : Min	NON	URN	N/A	Store as many 1ml aliquots as possible. Store at 4°C until freezing. <b>Time Frozen:</b> ____:____ Hour : Min Freeze at ≤70°C within 8 hours of collection.		

**Comments:** \_\_\_\_\_

\_\_\_\_\_

**Initials:** \_\_\_\_\_  
Sending Staff                  Receiving Staff

**LDMS Data Entry Date:**   /    /   / \_\_\_\_\_  
dd                  MMM                  yy                  LDMS Staff

# MTN 014 Enrollment Visit LDMS Specimen Tracking Sheet

*For login of stored specimens into LDMS*

**Purpose:** This non-DataFax form is used to document collection and entry of study 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. Because this form is a non-DataFax form, this form should NOT be faxed to SCHARP DataFax.

## Item-specific Instructions:

- **Visit Code:** Record the visit code of the visit at which the specimens were collected.
- **TUBES or SPECIMENS COLLECTED:** 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.".
- **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:

BLD: Whole Blood  
CEN: Fresh cells from non-blood specimen type  
CVL: Cervical Vaginal Lavage  
CXS: Cervical Swab  
EDT: EDTA (purple top)  
FLD: Fluid portion from a non-blood specimen

FOR: Formalin  
GRS: Gram stain  
NON: None  
NSL: Normal Saline  
PBS: Phosphate Buffered Saline  
PL1: single spun Plasma  
PL2: Double spun plasma  
REC: Rectal

SLD: Slide from a primary sample  
SPG: Sponge  
URN: Urine  
VAG: Vaginal Swab