

# MTN-035 LDMS Specimen Tracking Sheet

For login of stored specimens into LDMS

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<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> <input type="text"/> <input type="text"/> <input type="text"/>			<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"/> <input type="text"/> <small>dd      MMM      yy</small>		
# of TUBES or SPECIMENS	PRIMARY SPECIMEN	PRIMARY ADDITIVE	ALIQOT DERIVATIVE	INSTRUCTIONS FOR PROCESSING LAB				
<input type="checkbox"/>	Blood ( <b>BLD</b> ) <i>Plasma Archive</i>	<b>EDT</b>	<b>PL1/2</b>	Prepare as many 1.0 mL aliquots as possible with a total volume of aliquots $\geq$ to 4mL. If sample is collected and held at room temp, freeze within 4 hours. If refrigerated after collection, freeze within 24 hours.				

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

Initials: \_\_\_\_\_ / \_\_\_\_\_      LDMS Data Entry Date:   /     / \_\_\_\_\_  
Sending Staff      Receiving Staff      dd      MMM      yy      LDMS Staff

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**Purpose:** This 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.

## Item-specific Instructions:

- **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."
- **Primary Specimen, Primary Additive, and Aliquot Derivative Codes:** See table below for a listing of the codes.

<b>BLD:</b> Whole Blood	<b>PL1/2:</b> Single or double spun plasma
<b>EDT:</b> EDTA	

- **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.