**URBAN ARCH
Protocol for Obtaining Samples from the Repository**Please allow 4-6 weeks from the time you submit your request for the samples to be ready for shipment/transfer.

1. Notify the Admin of your plans to request samples as soon as you can, and initiate the “Repository Shipment/Transfer Request Form” (attached). If needed, set up a time to discuss details with the Admin or BDM Cores to assist in completing the request form.
2. Send the completed form to carly.bridden@bmc.org (Admin Core). Once the Admin Core receives the form, they will review within 1 week and notify the requester if any additional details or clarification is needed.
3. The Admin Core will send the finalized repository request form to the BDM so that they can identify what samples need to be pulled and generate a list of sample barcodes/manifest. Please allow 2 weeks for the BDM to generate this list.
4. The Admin Core will order supplies and coordinate shipment logistics. The Admin Core will work with the BU repository coordinator to have the samples pulled and shipped. While some of these details can be worked on right away, please allow 2 weeks from the time the final list of samples is received for the Admin Core to prepare the shipment.
5. The Admin Core is responsible for having the samples sent for testing and the following activities:
	1. Notifying the receiving lab with shipment tracking information
	2. Confirming receipt of samples and results
	3. Coordinating return of any unused samples, including having the samples logged back into the inventory
	4. Facilitating receipt of test results, if requested

 **URBAN ARCH Repository Shipment/Transfer Request Form**

**General Information**

|  |  |
| --- | --- |
| **Requestor Name and Email:** |  |
| **Brief Description of Request (e.g., Uganda DBS cards for PEth test):** |  |
| **Desired Shipping/Transfer Date:** |  |
| **Date this form sent to Admin Core:** |  |

**Specimens to be Transferred/Shipped (DCC may request an analytic request form in order to select samples)**

|  |  |
| --- | --- |
| **Cohort(s):**  |  |
| **Type of sample (plasma/serum/DBS):** |  |
| **Amount of sample needed by lab:** |  |
| **Selection criteria (e.g., all baseline samples, or subjects reporting a specific characteristic):**  |  |
| **Approximate number of samples:**  |  |
| **Notes, including alternate selection criteria, whether number of freeze/thaw cycles matters:** |  |

**Shipping Logistics**

|  |  |
| --- | --- |
| **Shipping conditions (e.g., dry ice or ambient):** |  |
| **Shipping company name and account number, if applicable:** |  |
| **Notes:**  |  |

**Receiving Laboratory**

|  |  |
| --- | --- |
| **Name of the lab:** |  |
| **Contact person (including email and phone number):** |  |
| **Address as should be written on shipping label:**  |  |
| **Testing to be conducted:** |  |
| **Account number, if applicable:**  |  |
| **Notes:** |  |

**Post-Test Information**

|  |  |
| --- | --- |
| **Where will lab send results (e.g., email to study contact, uploaded to DCC server)?** |  |
| **Do you want any remaining specimen returned to the repository?** |  |
| **Notes:** |  |