**URBAN ARCH
Protocol for Obtaining Samples from the Repository**Please allow up to 2 months from the time you submit your request for the samples to be ready for shipment/transfer.

1. Notify the Admin and BDM Cores of your plan to request samples, and complete the “Repository Shipment/Transfer Request Form” (attached below). If needed, set up a time to discuss details with the Admin and/or BDM Cores to assist in completing the request form.
2. Send the completed request form to the Admin Core (carly.bridden@bmc.org and jules.canfield@bmc.org). Once the Admin Core receives the form, they will review within 1 week and notify the requester if any additional details or clarification are needed.
3. The Admin Core will send the finalized repository request form to the BDM Core so that they can identify what samples need to be pulled and generate a list of sample barcodes/manifest with the relevant details needed for the pull and the testing lab. Please allow 2-4 weeks for the BDM Core to generate this list.
4. The Admin Core will coordinate shipment logistics with the BU lab staff to have the samples pulled and shipped. If requested, the Admin Core will also work directly with the receiving lab regarding shipping logistics. However, please note that the study teams are responsible for working with the receiving lab on details surrounding billing and the specific testing to be conducted. Please allow 2-4 weeks from the time the final list of samples is received by the Admin Core to the samples being sent out for testing. The size and complexity of the shipment as well as availability of the Admin Core and the BU lab staff are the primary factors in how long this process will take.
5. In addition to having the samples pulled and sent for testing, the Admin Core is responsiblefor the following activities:
	1. Notifying the project manager, and if requested also the receiving lab, with shipment tracking information and a manifest the day the shipment is sent;
	2. Tracking the shipment and notifying the project manager when the shipper’s website indicates that the shipment was received. If requested, the Admin Core can also confirm directly with the lab contact that the samples were received.
	3. Work with the project manager and BU repository lab to coordinate the return of any unused samples, including having the samples logged back into the inventory. If requested, the Admin Core can commicate directly with the lab about the return of samples.
	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 (e.g., plasma/serum/DBS):** |  |
| **Amount of sample needed by lab:** |  |
| **Selection criteria (e.g., all baseline samples, or subjects reporting a specific characteristic):** **Attach list if already generated.** |  |
| **Approximate number of samples:**  |  |
| **Notes, including alternate selection criteria, whether number of freeze/thaw cycles matters:** |  |

**Shipping Logistics**

|  |  |
| --- | --- |
| **Shipping conditions (e.g., dry ice, 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:**  |  |
| **Select YES or NO for each question:**  | **Admin Core to provide tracking number to the receiving lab – YES/NO****Admin Core to confirm receipt with the lab – YES/NO** |
| **Notes:** |  |

**Post-Test Information**

|  |  |
| --- | --- |
| **Where will lab send results (e.g., email to study contact, uploaded to DCC server)?** |  |
| **Select YES or NO for each question:**  | **Do you want any remaining specimen returned to the repository? – YES/NO****If yes, do you want the Admin Core to communicate with the lab about the return shipment? – YES/NO** |
| **Notes:** |  |