

**INSTRUCTIONS:** Use only blue or black ink. All non-applicable fields and/or errors must be struck through, initialed and dated.

**Biospecimen Identification**

Project  Kit ID  Case ID(s)

**Section A: Shipping**

To be completed **in its entirety** by the project staff member responsible for preparing and shipping the biospecimen.

Date of shipment:  mm/dd/yyyy

Time of shipment:  hrs:min

Courier used for shipment:

Courier tracking number:

Shipped from:

- Biospecimen Source Site, specify \_\_\_\_\_
- Brain Bank
- Comprehensive Biospecimen Resource
- Laboratory, Data Analysis, and Coordinating Center
- Molecular Analysis Facility \_\_\_\_\_
- Other, specify \_\_\_\_\_

Shipped to:

- Biospecimen Source Site, specify \_\_\_\_\_
- Brain Bank
- Comprehensive Biospecimen Resource
- Laboratory, Data Analysis, and Coordinating Center
- Molecular Analysis Facility \_\_\_\_\_
- Other, specify \_\_\_\_\_

Shipment Contents

Name of person responsible for shipment

Name of IATA-trained person verifying shipment (different from above)

**Note:** If this is the last page of the form to be completed at this time, remember to:

- Send the completed form to the Study Management Group and to the CBR
- Include the Study Name and Case ID in the subject line of the email
- Include all three pages of the CoC

**Biospecimen Identification**

|                |  |               |  |                   |  |
|----------------|--|---------------|--|-------------------|--|
| <b>Project</b> |  | <b>Kit ID</b> |  | <b>Case ID(s)</b> |  |
|----------------|--|---------------|--|-------------------|--|

**Section B: Receipt**

*To be completed by the project staff member who takes receipt of the shipped biospecimen*

|  |  |  |
|--|--|--|
| Date shipment received                         |  | mm/dd/yyyy   |
| Time shipment received                         |  | hrs:min  |
| Temperature of interior kit at time of receipt |  | <input type="checkbox"/> F°<br><input type="checkbox"/> C° |
| Name of person receiving shipment              |  |  |
| Shipment Contents                              |  |  |
| Site receiving shipment                        |  |  |

- Shipment received in good condition
- Shipment received in poor condition; include explanation below in "Additional Comments"

*Additional Comments: Any activities or observances occurring from time of receipt through shipment (next transfer) or storage. i.e., Logged in tracker; Unpacked and processed; Aliquots sampled and frozen at 0° C. Include slide IDs or special kit instructions, as needed.*

**Note: If this is the last page of the form to be completed at this time, remember to:**

- Send the completed form to the Study Management Group and to the CBR
- Include the Study Name and Case ID in the subject line of the email
- Include all three pages of the CoC

**Biospecimen Identification**

Project  Kit ID  Case ID(s)

**Section C: Handling and Processing (if applicable or N/A and continue with Section D):**

*To be completed by the project staff member who handles or processes the biospecimen*

Date of receipt in processing  mm/dd/yyyy

Time of receipt in processing  hrs:min

Name of person receiving shipment

*Additional Comments: Any activities or observances occurring from time of receipt through shipment (next transfer) or storage. i.e., Logged in tracker; Unpacked and processed; Aliquots sampled and frozen at 0° C. Include slide IDs or special kit instructions, as needed.*

**Section D: End Point and Comments**

*To be completed by the project staff member who confirms final receipt (long term storage) of biospecimen*

**This ends the transfer of the specimen to any other location.**

*Additional comments, if applicable: Provide comments pertinent to the integrity of the biospecimen*

- Send the completed form to the Study Management Group and to the CCR
- Include the Study Name and Case ID in the subject line of the email
- Include all three pages of the CoC