Research Specimen Scheduling Template
Instruction for Research Staff

Who will complete this form?
Research staff

When should this form be used?
This form should be used for any research specimens that will be processed by the Research Specimen Processing (RSP) lab staff in either the Research Specimen Processing Facility (RSPF) space at the SCCA (G7-304) or in the 1100 Eastlake Building (E1-305)

Please note:
Specimens that require more involved processing, such as incubation, may need to be processed at the 1100 Eastlake building. If you have questions about where a research specimen will need to be processed, contact Jon Digel (667-4434; jdigel@fredhutch.org).

Specimens that need to be processed within less than 30 minutes of collection must be transported by the research staff.

Why complete this form?
This form will help:
• The RSPF manager plan staffing for both lab locations.
• The RSPF lab staff plan their daily workload.
• The Research Specimen Courier to anticipate the calls for specimen pick-up.
• Data capture and tracking.

When should this form be submitted?
This form should be submitted no less than one day prior to the scheduled specimen collection and ideally a week prior if possible.

Are the other research lab requisitions still needed?
Yes, all other requisitions that are currently being completed for these research specimens are still needed.

How do I fill out the Scheduling Template?
Fill out the form completely to ensure all parties have the necessary information to courier and process your sample correctly.

1. Consortium Protocol Number: This is the number assigned by the protocol office (UW123456, FH1234, etc). The consortium protocol number is the identifier is used by the RSPF when they bill services to your study.

2. Other Identifier: This is any additional identifier which clearly defines which study the sample pertains to. This is usually the sponsor protocol number and name or study staff nickname.

3. Primary and Back Up Research Coordinator Contact Information: The contact information is used by the courier and RSPF staff if a question or problem arises regarding your sample. Please include both phone and pager numbers.

4. Date of Specimen Collection: Day + Date of week.

5. Patient ID: Include all three identifiers when filling out the form. The Study ID is the number assigned to the subject by the sponsor. The study ID is important for the RSPF staff as this is the identifier found on the central lab requisition forms, vacutainer tubes, and aliquot tubes.

6. Study Drug Dosing: The date and projected time of study drug dosing is important for timed research draws.

7. Time Frame in Which Specimen must be Processed Following Collection: Indicate the time frame in which your research specimen must be processed per study protocol.

• The courier needs to know how quickly the specimen must be delivered in order to be processed within the window. If the processing window for the research sample is less than 30 minutes, transport must be done by the research staff.
• The RSPF staff will need to know the processing requirements to ensure your research sample is processed within the protocol mandated window.
8. **Special Processing Instructions:** Any instructions or comments for RSPF staff.

9. **Projected Specimen Collection Time:** Indicate the time the specimen is scheduled to be drawn.

10. **Specimen Type:** Indicate the type of sample (blood, urine, etc.).

11. **Specimen Time Indicator:** Indicate the time point of each research sample (i.e. pre dose, 1 hour post dose, etc.). This allows the RSPF staff to ensure all research samples have been received when more than one sample is being drawn on a given day.

12. **Pick Up Location:** Indicate where the sample will be picked up (i.e. Alliance, Infusion, Radiology, Sarcoma, etc.).

13. **Who Will Courier:** Indicate whether the courier or research staff will courier the research sample. This allows the courier supervisors to anticipate staffing needs.

14. **Processing Location:** Indicate where the sample will be processed. Samples are processed either at the Research Specimen Processing Facility (RSPF) space at the SCCA (G7-304) or in the 1100 Eastlake Building (E1-305).

15. **Specimen Processing Needed Supplies and Coordinator Checklist**

**Process Overview**

One of the goals of the initial pilot of RSPF satellite lab was to decrease the amount of time research staff currently spend transporting specimens across campus. However, there may be occasions when you will be notified at the last minute to pick-up a specimen during the RSPF hours, 8am-5:30pm Monday through Friday. For example, if for some reason the Research Specimen Courier is unable to pick-up the specimen.

To assist with the process, the Infusion Suite and Alliance Lab staff will contact the Research Specimen Courier for pick-up of any specimens that require processing within 60 minutes of collection. Specimens collected in Infusion will be left in a soiled utility room (either G5-308 or G5-804A). If the Research Specimen Courier cannot pick-up the specimen in the required time, they will contact the research coordinator noted on the scheduling template. If they cannot directly reach the research coordinator, they will contact the back-up coordinator (do not list a courier as the back-up).

The procedure for delivering lab kits and purple SCCA research requisitions will not change:

**Infusion Suite**

- For research specimens that will be **drawn in the Infusion Suite and picked up by either the Research Specimen Courier or the Research Study Staff**, please deliver the specimen collection tubes and a purple research lab request/requisition for each collection to the Infusion Suite nurse caring for the patient. Please indicate on the requisition if the specimen(s) should be **Held for Pickup (Research Staff)** or if the Research Specimen Courier should be contacted.

**Alliance Lab**

- For research specimens that will be **drawn in the Alliance Lab** please deliver the specimen collection tubes and a purple research lab request/requisition for each collection to the Reqing Crew, who will then deliver everything to the Alliance Lab. Please note who to call for specimen pick-up, the Research Specimen Courier or the research study staff, on the purple research lab request/requisition.
- There may be special exceptions to the Alliance Lab procedure that you have arranged with Jenny Prentice, Alliance Laboratory Senior Manager. If this is the case, please follow the agreed upon exception procedure.

If you pick-up and deliver a specimen, please be sure to note your time of pick-up and drop off along with your initials and notation as “research coordinator,” on the yellow log at the specimen pick-up area, and the log at the RSPF lab.

If you have questions regarding Courier Services, please contact James Hamilton at 206-288-2133 or rscourier@seattlecca.org.

If you have questions about Alliance Lab procedures, please contact Cheryl Hekkala at 206-288-1244 or chekkala@seattlecca.org

All general questions can be directed to the Research Implementation Office (RIO) at 288-6607.

Rev. 1-2017
### Research Specimen Scheduling Template

SEND TO: Specimen Processing Lab and Materials Management (Include All Addresses)

processing@fredhutch.org; rscourier@seattlecca.org

<table>
<thead>
<tr>
<th>Consortium Protocol #: UW12345 or FH1234</th>
<th>Other Identifier: Novartis EMC or BMS CA759-550 etc</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Research Coordinator (Required)</strong></td>
<td><strong>Back-Up Coordinator/Contact (Required)</strong></td>
</tr>
<tr>
<td>Name: Jen Smith</td>
<td>Name: Jim Brown</td>
</tr>
<tr>
<td>Phone: 206 288 3233</td>
<td>Phone: 206 288 6666</td>
</tr>
<tr>
<td>Pager: 206 579 5444</td>
<td>Pager: 206 579 5663</td>
</tr>
</tbody>
</table>

### Date of Specimen Collection

Date: 11 Feb 2018  
Day of Week: Thursday

### Study Drug Dosing

Date: 09 Feb 2018  
Projected Dose Time: 0930

### Patient ID

Initials: T L C  
U#: U 1 2 3 4 5 6 7  
Study ID: 25005-102382

### Time Frame In Which Specimens Must Be Processed Following Collection

- ☐ 15 Minutes*
- ☐ 30 Minutes*
- ☒ 60 Minutes or Less
- ☒ More Than 60 Minutes

*To Ensure This Time-Frame is Met, Transport Must Be Done by Research Staff

### Special Processing Instructions:

EXAMPLE ONLY

Samples will arrive with several shipping destinations. Please ship C1D1 and C1D2 frozen samples together.

### FOR SPECIMEN PROCESSING STAFF ONLY

<table>
<thead>
<tr>
<th>Projected Specimen Collection Time</th>
<th>Specimen Type</th>
<th>Specimen Time Indicator</th>
<th>Pick-up Location</th>
<th>Processing Location</th>
<th>True Specimen Collection Time</th>
<th>Processing Start Time</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>pm</td>
<td>Blood</td>
<td>Predose C1D1</td>
<td>Alliance</td>
<td>1100 Eastlake</td>
<td>F= Frozen A = Ambient</td>
<td></td>
<td></td>
</tr>
<tr>
<td>0700 Blood</td>
<td>Predose C1D1</td>
<td>Alliance</td>
<td>E1</td>
<td></td>
<td>F/A</td>
<td></td>
<td></td>
</tr>
<tr>
<td>0700 Urine</td>
<td>Predose C1D1</td>
<td>Alliance</td>
<td>E1</td>
<td></td>
<td>F/A</td>
<td></td>
<td></td>
</tr>
<tr>
<td>0900 Blood</td>
<td>EOI</td>
<td>CTU</td>
<td>E1</td>
<td></td>
<td>F/A</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1000 Blood</td>
<td>1hr post EOI</td>
<td>CTU</td>
<td>E1</td>
<td></td>
<td>F/A</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1100 Blood</td>
<td>2hr post EOI</td>
<td>CTU</td>
<td>E1</td>
<td></td>
<td>F/A</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1200 Blood</td>
<td>3hr post EOI</td>
<td>CTU</td>
<td>E1</td>
<td></td>
<td>F/A</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1300 Blood</td>
<td>4hr post EOI</td>
<td>CTU</td>
<td>E1</td>
<td></td>
<td>F/A</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1500 Blood</td>
<td>6hr post EOI</td>
<td>CTU</td>
<td>E1</td>
<td></td>
<td>F/A</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1700 Blood</td>
<td>8hr post EOI</td>
<td>CTU</td>
<td>E1</td>
<td></td>
<td>F/A</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

☒ Kit and Shipper and Airbill delivered
☐ Special Processing Instructions provided
☒ Processing Reagents delivered

☐ Same-day Shipping (3pm UPS – 5pm FedEx Yale Box)
☐ Batch Ship
☐ Study staff will Ship
☐ SPL/RSPF Notification of Sample Processing Cancellation

PLEASE NOTE: ON SPECIMEN COLLECTION DAY – PLEASE CONFIRM ACTUAL DOSE TIME WITH SPECIMEN PROCESSING LAB
667-4645 (1100 Eastlake) or 288-1134 (SCCA) Rev. 01-2017

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