

# MTN 017

# LDMS Specimen Tracking Sheet

For login of MTN 017 stored specimens into LDMS

Participant ID			Visit Code		Specimen Collection Date		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Site Number	Participant Number	Chk			dd	MMM	yy
# of TUBES or SPECIMENS	PRIMARY SPECIMEN	PRIMARY ADDITIVE	ALIQUOT DERIVATIVE	ALIQUOT SUB ADD/ DER	INSTRUCTIONS FOR PROCESSING		
<input type="checkbox"/>	Blood – Plasma Archive / Storage (BLD) Collection Time: _____ : _____ Hour : Min	EDT (purple top)	PL1/2	N/A	Store in aliquots of 1.0 ml. If held at room temperature, plasma must be frozen within 4 hours of collection. If refrigerated or on ice, plasma must be frozen within 24 hours of collection.		
<input type="checkbox"/>	Blood – Plasma PK (BLD) Collection Time: _____ : _____ Hour : Min	EDT (purple top)	PL1	N/A	Product Use: GEL or ORAL (circle one) Store in 1.0 ml aliquots and freeze within 8 hours of collection. Enter PK GEL (gel use) or PK ORAL (oral use) into Other Spec ID field of LDMS.		
<input type="checkbox"/>	Blood – PBMC PK (BLD) Collection Time: _____ : _____ Hour : Min	CPS (CPT tube)	CIO	MET	Keep upright at RT and process within 8 hours.		
<input type="checkbox"/>	Anal Swab – HPV (PAN) Collection Time: _____ : _____ Hour : Min	VTM	SWB	N/A	Wrap cap with parafilm and store at ≤-70°C within 2 hours of collection.		
<input type="checkbox"/>	Rectal Sponge – PK (REC) Collection Time: _____ : _____ Hour : Min	NON	SPG	N/A	_____ - _____ = _____ mg <i>Post-weight      Pre-weight      Net weight</i> Time Frozen: _____ : _____ Hour : Min Freeze at ≤-70°C within 2 hours of collection. Enter PK into Other Spec ID field of LDMS.		
<input type="checkbox"/>	Rectal Sponge – PD (REC) Collection Time: _____ : _____ Hour : Min	NON	SPG	N/A	_____ - _____ = _____ mg <i>Post-weight      Pre-weight      Net weight</i> Time Frozen: _____ : _____ Hour : Min Freeze at ≤-70°C within 2 hours of collection. Enter PD into Other Spec ID field of LDMS.		

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

Initials: \_\_\_\_\_  
 Sending Staff      Receiving Staff

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

## MTN 017 LDMS Specimen Tracking Sheet (non-DataFax)

**Purpose:** This non-DataFax form is used to document collection and entry of MTN 017 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. This is not required, however. Because this form is a non-DataFax form, this form should NOT be faxed to SCHARP DataFax.

### Item-specific Instructions:

- **Visit Code:** Record the visit code of the visit at which the LDMS specimens were collected.
- **# of 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."
- **Product Use:** Circle the regimen that represents the last product dispensation that occurred prior to specimen collection.
- **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.

### LDMS CODES:

BLD: Whole Blood

CEL: PBMCs, viable

CIO: Cells in other solution, Non-viable

CPS: Cell Preparation Tube SCI

EDT: EDTA

MET: Methanol

NON: None

PAN: Perianal

PL1: Single spun Plasma

PL2: Double spun Plasma

REC: Rectal

SPG: Sponge

SWB: Swab

VTM: Viral Transport Media