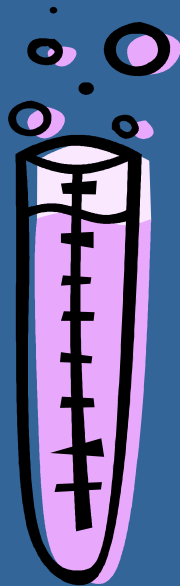


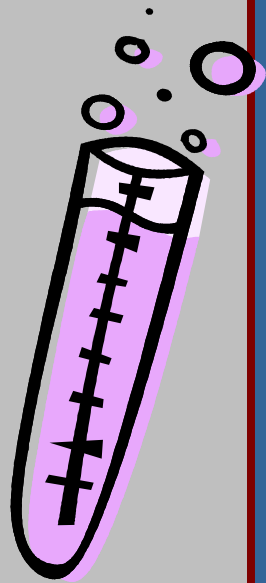
MTN-016 Training

Specimen Labeling and Preparation for Entry into LDMS



Specimen Labeling

- Each *original* specimen collection container must be labeled with a SCHARP-provided PTID Label
 - Infant blood specimen



MTN-016 PTID Labels

- One PTID Label size is used in MTN-016
 - Small PTID Labels for all blood specimens collected from infants

PTID Label

300-1234-5-2 V: __. __

DATE: __/__/__

(MTN-016) dd MMM yy

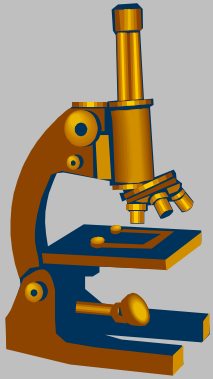
MTN-016 PTID Labels

- On the PTID label, write in the visit code and specimen collection date
- To ensure adhesion, make sure the container/slide is clean, dry and at room temperature before affixing label
- Use Word files (macros) to print PTID labels (PTID will need to be typed in before labels are printed)
- Use small label stock to print the PTID labels

MTN-016 Label Supply

- SCHARP will provide blank label stock to be used for PTID Labels
- Sites can order more blank label stock by emailing the MTN-016 Project Manager, Corey Miller <corey@scharp.org>
- SCHARP will also provide Word files (macros) that can be used to create PTID Labels

MTN-016 LDMS Specimen Tracking Sheet



- A non-DataFax form (1 page) supplied by SCHARP and included in the “as needed” CRF supplies
- Documents specimens to be entered into LDMS
 - documents *all* specimens collected at a visit. Includes spaces to record PTID, visit code, specimen collection date, and for some specimens, time of collection
- Also has space to document number of tubes/specimens collected

MTN 016 Non-DataFax LDMS Specimen Tracking Sheet

For login of MTN 016 Infant stored specimens into LDMS

Participant ID				Visit Code		Specimen Collection Date		
Site Number	Participant Number	Chk	Cohort			dd	MMM	yy

# of TUBES or SPECIMENS	PRIMARY SPECIMEN	PRIMARY ADDITIVE	# of ALIQUOT TUBES or SPECIMENS	ALIQUOT DERIVATIVE	ALIQUOT SUB ADDITIVE/ DERIVATIVE	NOTES FOR LAB
<input type="checkbox"/>	Blood (BLD) for DNA/RNA Collection Time: ____ : ____ hour : min	EDT (purple top)	<input type="checkbox"/>	Plasma (PL 1/2)	N/A	Store in aliquots of at least 0.2 ml. Plasma must be frozen within 4 hours of collection.
			<input type="checkbox"/>	Cell Pellet (CEL)	PER	Store at -70C until testing
			<input type="checkbox"/>	Dried Blood Spot (DBS)	N/A	Store at RT
<input type="checkbox"/>	Blood (BLD) for resistance Collection Time: ____ : ____ hour : min	EDT (purple top)	<input type="checkbox"/>	Plasma (PL 1/2)	N/A	Store in aliquots of at least 0.2 ml. Plasma must be frozen within 4 hours of collection.

Comments: _____

Initials: _____ LDMS Data Entry Date: / / _____

Sending Staff
Receiving Staff
dd
MMM
yy
LDMS Staff

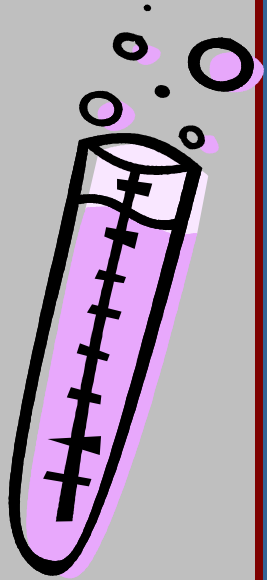
Version 1.0, 10-JUN-09

Clinic Staff Preparation of LDMS Specimens



- Gather all of the participant's specimens that will be entered into LDMS
- Obtain the MTN-016 LDMS Specimen Tracking Sheet completed for the participant
- Review the Tracking Sheet to verify all specimens present are recorded properly on the sheet (verify that visit code, collection date, and collection time on labels match what is recorded on the Tracking Sheet)
- Deliver Tracking Sheet and specimens to the LDMS entry lab

LDMS Staff Entry of Specimens into LDMS



- Enter information as recorded on the LDMS Tracking Sheet into LDMS
- Contact clinic staff if you have questions about the Tracking Sheet and/or specimens
- Once the specimens are entered into LDMS, record the LDMS data entry date and LDMS staff entry initials on the tracking sheet

Questions???

