

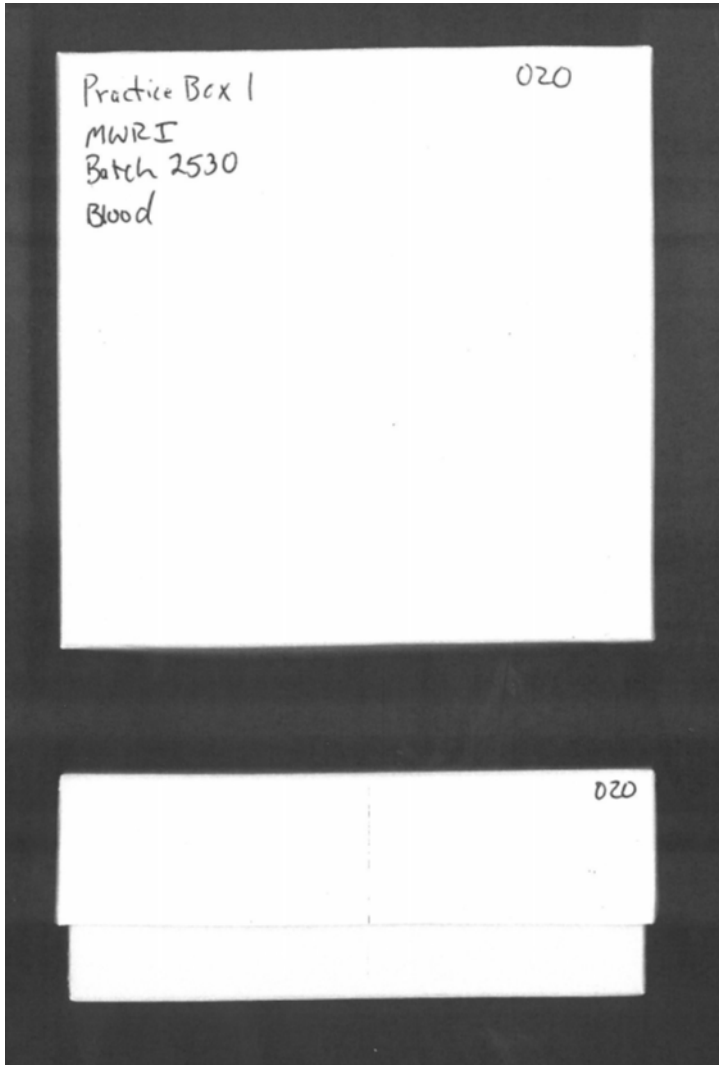
Scenario 2: The case of: Tears for Cryobox Fears (Shipping Errors)

Here is a list of the most common errors found in building a cryobox with samples:

1. Labels in box are turned in different directions...mix of vertical and horizontal.
 - Be consistent on how labels are stuck to the cryovials
 - All cryovials should have all labels in one orientation for the entire box.
2. Do not overlap labels.
 - If labels are overlapping, then the orientation is wrong or the label size is incorrect.
3. Information on label does not match information on manifest or box map.
 - This can happen when there were changes made in LDMS specimen management after the first set of labels were printed. The manifest or box map will show different information than the label.
 - Most common: Incorrect derivatives, incorrect visit number, incorrect global aliquot number (often mixed up with the sample next to it).
4. 9x9 box map used for a 10x10 box (or vice versa)
5. Label not sticking: usually find it in the well in which the cryovial was residing in.
 - Often happens when a label is applied to a frozen vial
 - Can also happen when a label is removed & then reattached
6. Label cut off
 - Usually a misalignment problem. Fix by readjusting label set in printer and reprinting label.
7. Label scotched taped:
 - Makes us wonder if the label was removed & reattached
 - Sometimes too bulky for the well and the cryovial is hard to remove (especially when frozen in there)
 - Sometimes hard to read
 - Tape does not always stick well
8. Wrong sample in well
 - Happens when a different sample type is added to a batch (example: a swab is added to a plasma shipment)
 - Happens when 2 different batches are in one box
 - All batches & boxes should have only one sample type in them, unless specifically asked to do this to save space for a particular shipment. LC has to be alerted and provide permission to do this.
9. Swapped samples:
 - Samples are mixed up in box. Example: sample in position 1,3 should be in 1,4, and the one in 1,4 should be in 1,3.
 - One of the more common errors
10. Missing sample:
 - Usually happens when a space is missed and all samples will be off by one.
 - Most common error for a testing lab, because a sample that needs checked gets out of order, and/or is not returned to the box.
11. Plasma on Caps: When we receive a box(s) of plasma and plasma is frozen to the caps.
 - Happens when entire box has been thawed, and box is refrozen upside down
 - May happen if box was shipped upside down and box partly thaws.

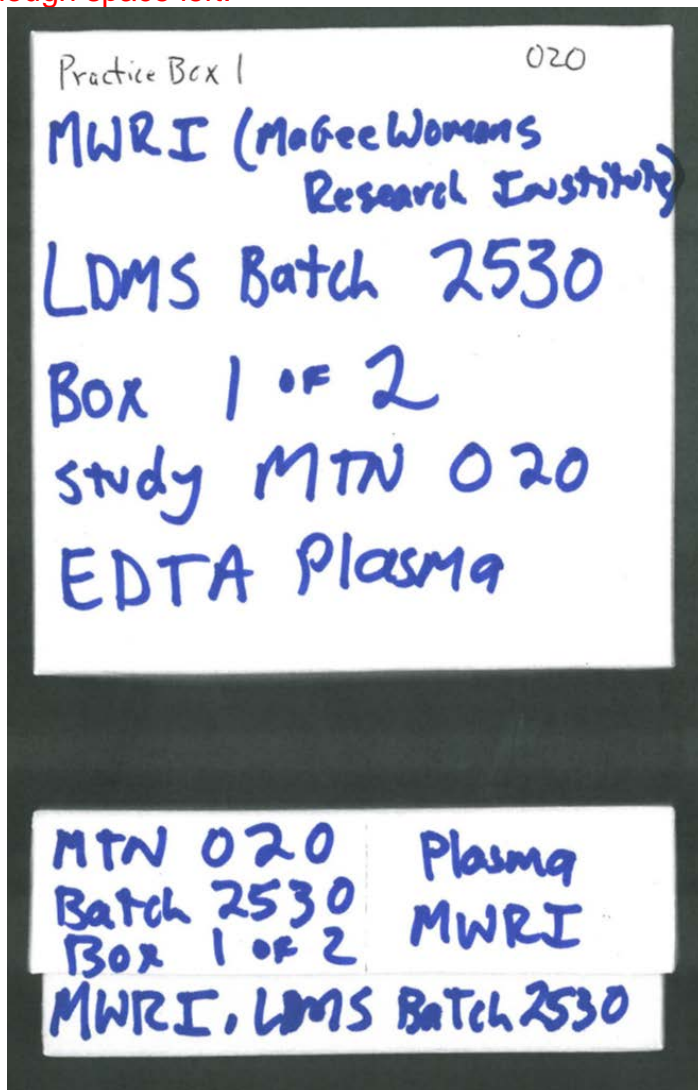
Marking of Box Problems:

1. Not enough information on cryobox:



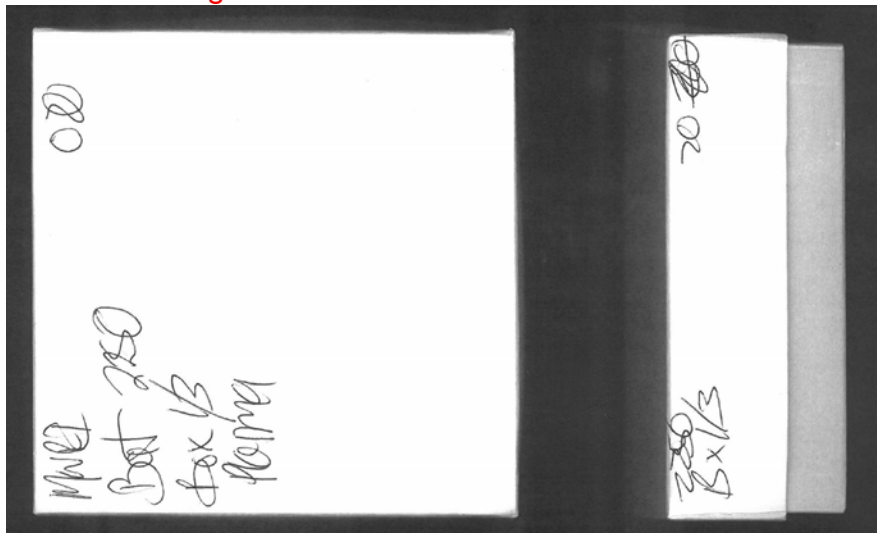
- Should have more information about box number (e.g. Box 1 of 3)
- Type of blood sample (e.g. plasma)
- Study organization & protocol number (MTN-020)
- Side of box needs filled out (batch & box #, sample type)

2. Not enough space left:

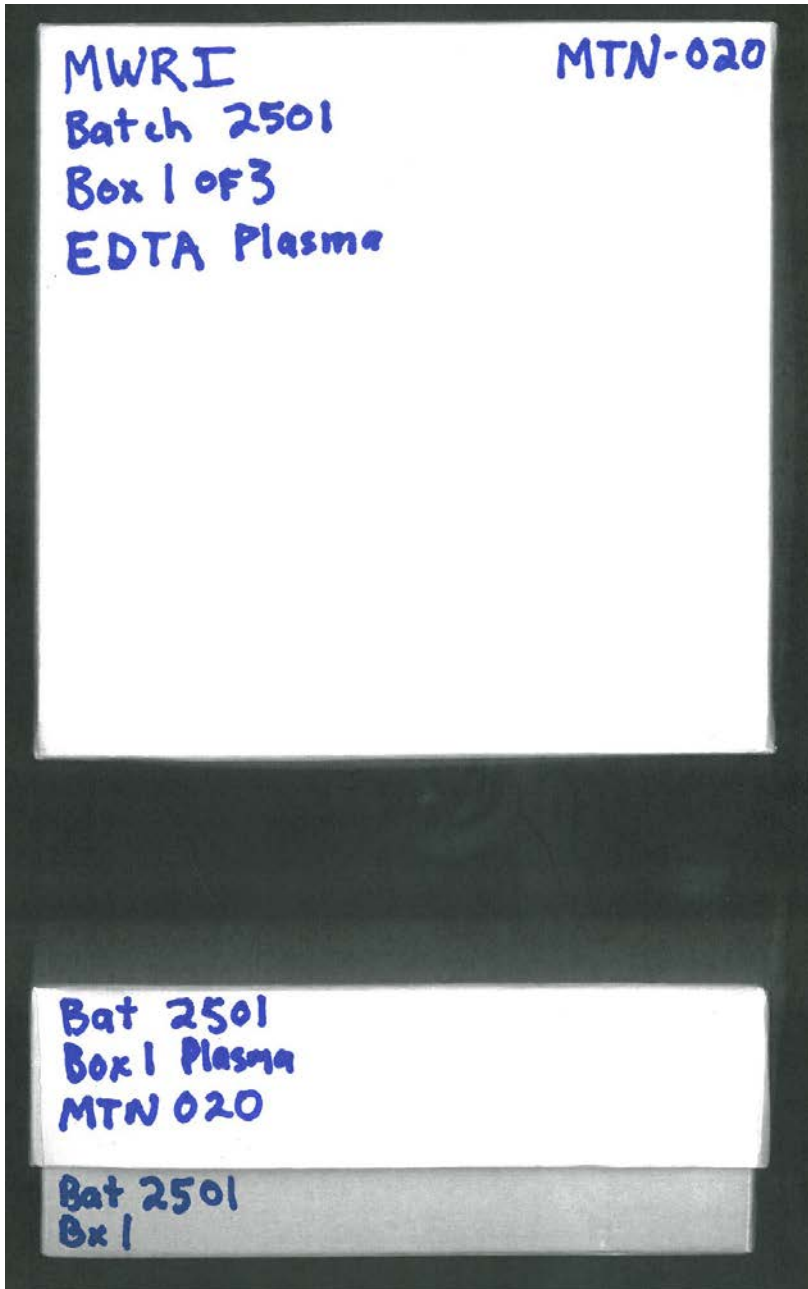


- Does not leave enough room for receiving lab to place their info (receiving lab and testing lab still need to mark the incoming boxes with their batch information)
- Writing is too large
- Too much information

3. Not neat enough:



4. Correct:



- Plenty of space for receiving labs to put their information
- Easy to read
- Neat
- Okay to abbreviate Box as Bx, or the site name as just an acronym